

Tyler Junior College

Catalog '89 — '90



Tyler Junior College

Catalog 1989-90



Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

*"Students should feel accepted in the classroom.
So I want them to know that no matter what their
abilities, I'm here to help them learn."*

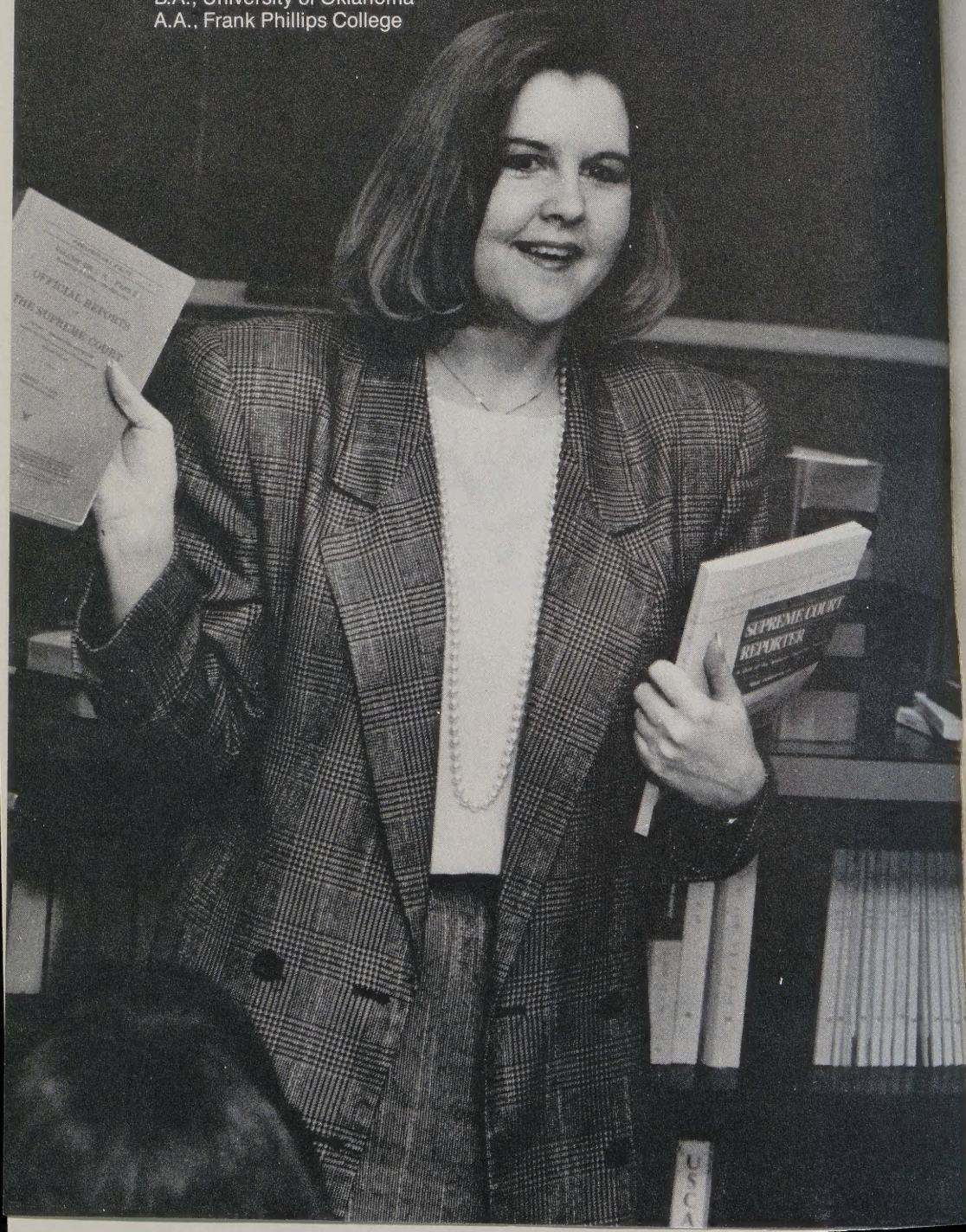
Carrie Braymer

Instructor, Legal Assistant

J.D., Texas Technological School of Law

B.A., University of Oklahoma

A.A., Frank Phillips College



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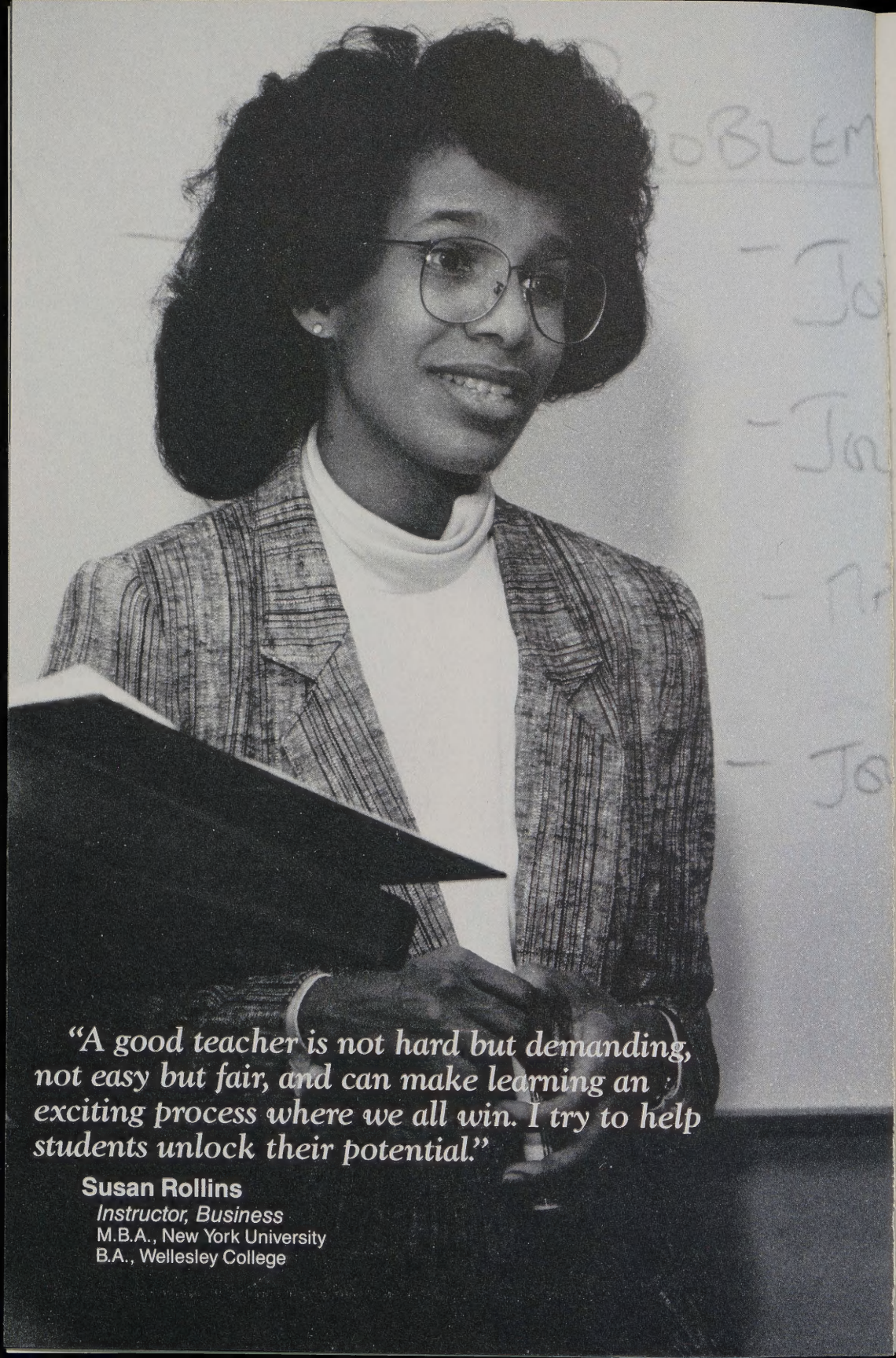
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Where to Write or Call

Information concerning specific aspects of the College may be obtained by contacting the Admissions Office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Telephone: 214-531-2523
214-531-2398



"A good teacher is not hard but demanding, not easy but fair, and can make learning an exciting process where we all win. I try to help students unlock their potential."

Susan Rollins

Instructor, Business

M.B.A., New York University

B.A., Wellesley College

Who Governs Us

Board of Trustees

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How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System. The College gave residents of the Tyler area access to higher education, offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled at the College.

However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued \$500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. One of those new members taught a radio course that became the first of many vocational courses that would be offered. The College's growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

Tyler Junior College has continued to expand since its "rebirth" in the 1940's. An athletics program, established soon after the junior college district was created,

gave student-athletes a chance to excel on the football field or basketball court as well as in the classroom. Residence halls were built on campus in the 1950's. By the 1960's, new facilities had to be created to house the College's increasing vocational and technical programs that complemented traditional courses in the sciences, humanities and fine arts.

The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD, Grand Saline ISD, Lindale ISD, Tyler ISD, Van ISD, and Winona ISD.

Today, Tyler Junior College has more courses offered in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 8,000 full- and part-time students each regular semester who pursue a variety of degree and certificate programs. And some 15,000 continuing education students each year take advantage of the educational opportunities offered by the College.

"I respect the individuality of my students—each with unique personality and character, hopes and needs, dreams and potential. To that, I add plain old-fashioned 'learnin' and love."

Nancy Alexander

Instructor, Geology
Ph.D., Southern Methodist University
M.S., Louisiana State University
B.S., Centenary College



What We Are

Statement of Purpose

The primary purpose of Tyler Junior College is to provide quality education at minimal cost to students varying in interests, aptitudes, talents, needs and goals. The College offers equal opportunity to all students meeting admissions requirements. Specific objectives include:

Educational

To provide two years of fully transferable college credit courses designed to develop logical, creative and objective thinking and to stimulate intellectual curiosity by exposing students to the various academic disciplines.

To provide two-year technical programs in order to prepare students to gain occupational competency as technical personnel in industry, business, government or as owner-operators of their own establishments.

To provide two-year programs in paramedical and other health professions to train students to meet the needs for personnel in the health-related services of the community.

To provide programs of vocational education for employed adults who need additional training or re-training in order to increase occupational competency.

Cultural

To cultivate the knowledge and appreciation of human achievements in the arts and sciences by providing convocations, by offering elective and adult education courses that stimulate interest in the arts and by encouraging students to participate in cultural activities.

Social

To encourage the exercise of friendliness and other social virtues by providing opportunities for students to gather at

conveniently located student lounges and by offering a well-planned, diversified program of extracurricular activities, planned and implemented by both the student body and the faculty.

Civic

To encourage effective student government in order to create in each student an intelligent interest in the governmental processes and to prepare him or her for responsible citizenship. The community is also encouraged to use the facilities of the College.

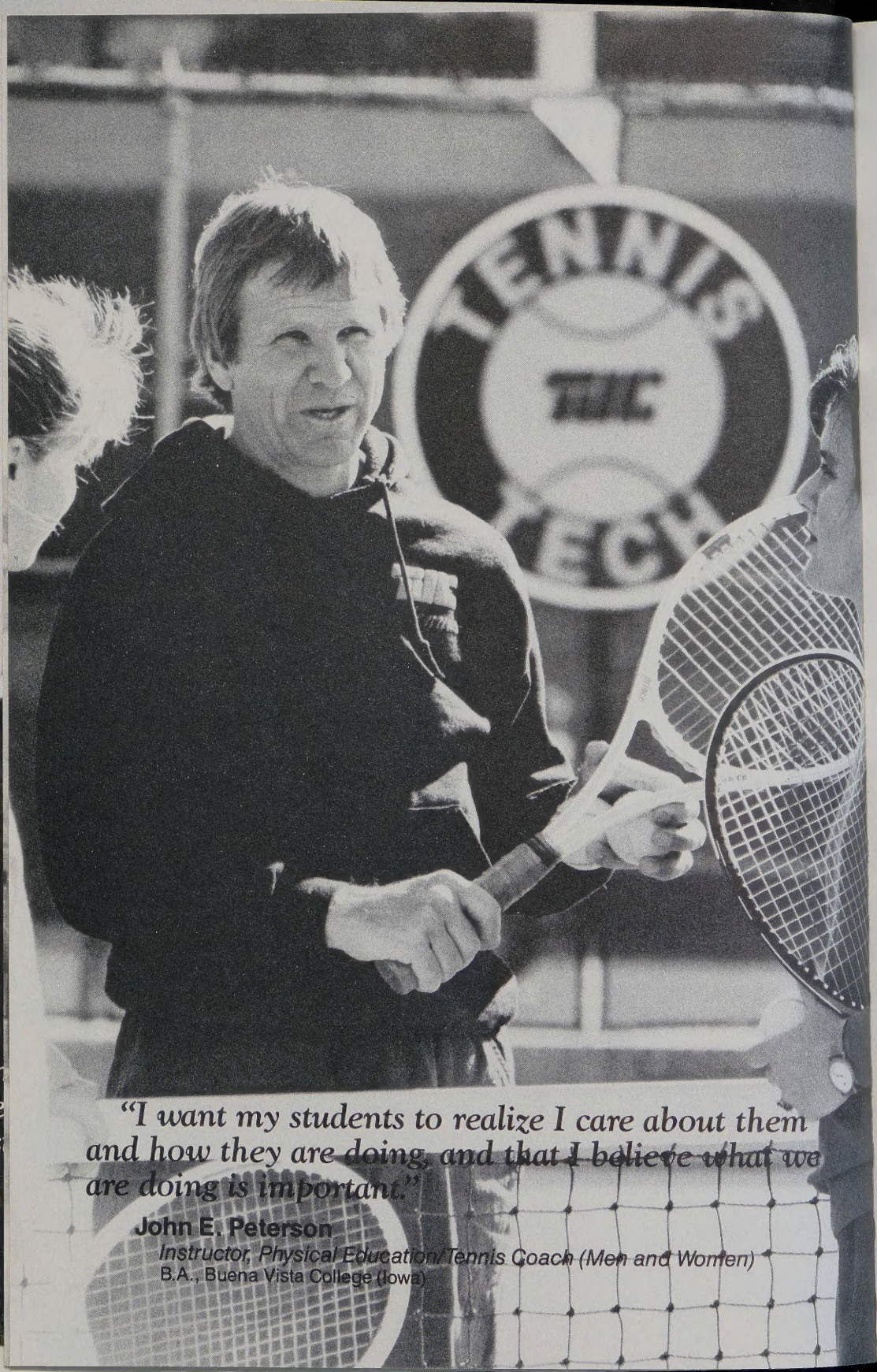
Physical

To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health and to stimulate interest in recreation and good sportsmanship.

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts degree, the associate in applied science degree and certificates of proficiency. Membership in this accrediting association makes possible the transfer of credit for work done in Tyler Junior College to other accredited colleges and universities.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he or she intends to transfer credit. Courses for a student's first two years should be planned in accordance with the degree plan of the institution to which he or she will transfer.



"I want my students to realize I care about them and how they are doing, and that I believe what we are doing is important."

John E. Peterson

*Instructor, Physical Education/Tennis Coach (Men and Women)
B.A., Buena Vista College (Iowa)*

What We Look Like

Buildings and Facilities

Tyler Junior College has a campus that encompasses 73 acres. Hardwood trees dot the scenic campus, which has 30 buildings and includes eight residence halls.

The Robert M. and Louise H. Rogers Student Center houses the College bookstore, Dean of Students office, student activities office, residential life office, recreational facilities, a multi-purpose meeting room, lounges, College dining hall, counselors and health services. **H.E. Jenkins Hall** houses academic classes, the offices of the administration, admissions and business. **Potter Hall** is also used for classrooms and offices.

Students with interests in the arts and sciences will most likely make use of four buildings. **The Aleck Genecov Science and Arts Building** provides facilities for lab sciences, art classes and offices. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech as well as a large theatre. **The Watson W. Wise and Emma Wise Cultural Arts Center** houses the programs of music, speech and drama in addition to offices, classrooms, practice rooms and performance facilities. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

The George W. Pirtle Technology Center has five buildings which contain special classrooms and labs for technical courses, and the **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** has a large, fully-equipped greenhouse conservatory with a reception area and which also features two classrooms and offices. **The Powell Building** provides for business/industrial technology and science/mathematics non-credit continuing education/community services programs.

Established as a center for research and academic assistance, **Vaughn Library and Resources Center** houses the library which contains more than 77,000 volumes, a complete media center with audio and video production facilities, a modern computer learning center, and electronically equipped study carrels with audio and/or video channels to supply students with information in their courses.

The Tyler Museum of Art, a beautifully-designed structure, is operated through the cooperation of the College and the Junior League of Tyler.

Both **Wagstaff Gymnasium** and the **Health and Physical Education Center** provide recreational facilities. **Wagstaff Gym** provides modern facilities for programs in intercollegiate athletics as well as general programs. **The Health and Physical Education Center** offers comprehensive fitness facilities including a gymnasium, an aerobics studio, racquetball courts, an aquatics area, a band hall, a dance studio and other physical education facilities.

Residence Halls

Bateman Hall
Claridge Hall
Holley Hall
Hudnall Hall
Lewis Hall
Sledge Hall
Vaughn Hall
West Hall

"I joyfully expect much of my students. It's wonderful when they meet that challenge and earn the reward of knowing themselves better as they acquire new knowledge and skills."

Charline H. Wallis

Instructor, Art

M.A., B.A., Stephen F. Austin
State University



What We Expect

Admission

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file. **No student will be permitted to re-enroll until admission requirements have been met.** Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

Admission to Tyler Junior College does not guarantee admission to a specific vocational-technical program.

The number of students admitted to each allied health program each year is limited, and admission to any of these programs requires separate application directly to the coordinator of a specific program as early as possible in advance of the fall semester. Programs which require separate application include dental hygiene, medical laboratory technician, associate degree nursing, radiologic technology, respiratory therapy, long term health care administration, optician technician and vocational nursing.

All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students "... who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all "... full-time and part-time freshmen enrolled in a certificate or degree program ...," any non-degree student prior to the "accumulation of nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the national test dates. Test fees must be paid by student.

Exemptions:

- a. Student who has completed 3 or more semester hours of college credit before the fall semester of 1989.
- b. Student who is going into a certificate program with less than 9 semester hours of general education requirements.
- c. Students who have had local placement tests may obtain up to 15 semester hours credit before having to take the TASP test.

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

1. High School Graduate.

An official high school transcript showing date of graduation and passing of the TEAMS test for those subject to TEAMS testing. Students whose transcripts do not show TEAMS testing results must have special approval, based upon placement tests.

2. Admission by Examination (General Educational Development Test)

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. The applicant must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated.

3. Admission of Transfer Students.

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions.

A student seeking to transfer to Tyler Junior College must:

- a. Present a transcript from the last college or university attended. Students who wish to apply for a degree or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.
- b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.
- c. Not seek to be admitted to Tyler Junior College if he/she is on enforced scholastic withdrawal from another institution. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admissions.

- a. Students who did not graduate from high school, but whose high school class has graduated may be admitted conditionally upon the approval of the admissions committee after taking placement tests in the Counseling Center.
- b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.
- c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.
- d. Transient students will be allowed to enroll at Tyler Junior College. They will be required to furnish one of the following:
 - (1.) a letter of good standing from the last school attended, or
 - (2.) proof that they have received a degree from an institution of higher education.

If these students desire to remain at Tyler Junior College or apply for a degree, financial aid, or benefits of any type, they must furnish all transcripts from any institution attended.

A form will be available in the Admissions Office for the student to complete so the information can be verified.

5. International Students.

The following requirements apply to international students:

Immigrant and refugee students—Students must submit verification of immigrant card or I-94 Refugee Permit.

Non-immigrant alien students—The following requirements apply to all students holding visa category A-L

issues by Immigration and Naturalization Service:

- a. Application and all documents should be on file at least 60 days prior to registration.
- b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.
- c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.
- d. Proof of English proficiency.
 - (1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.
 - (2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.
 - (3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.
- e. Immunization requirements for international students (immigrant, refugee and non-immigrant alien).
 - (1.) Freedom from infectious tuberculosis should be ascertained by:
 - (a) Tuberculin Test (5 T.U PPD, Mantoux technique) required within six months prior to admission.
 - (b) Posterior/Anterior chest x-ray is required prior to admission if Tuberculin Test had a positive reaction.
 - (2.) Types of Immunizations:
 - (a) Diphtheria (within 10 years)
 - (b) Tetanus (within 10 years)
 - (c) Poliomyelitis (Types I, II & III)
 - (d) Mumps
 - (e) Measles
 - (f) Rubella
- f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form I-134).
- g. Proof of hospital and accident policy to cover hospitalization is required.
- h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

6. Admission Test Scores Requirement.

All freshman students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT). Such scores are used for counseling and placement purposes.

Beginning students will be required to take placement tests in English, Mathematics and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College Counseling Center.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College Testing center or from high school or college counselors or registrars.

It is recommended that transfer students with less than 15 semester hours of credit submit scores from either the American College Testing Program or the College Board.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. Tuition is due in full at the beginning of the semester. Any other plan must be by special arrangement with the Financial Aid Office. A registration fee of \$10.00 will be charged to all students. An additional fee of \$10.00 is charged for late registration—enrollment after the regularly scheduled registration days. A fee of \$5.00 will be charged for all returned checks. If the check was presented in payment of tuition and fees, the return will also result in a \$10.00 late registration fee.

A fee of \$5.00 will be charged each time a student changes his or her schedule after registration.

Residents of the TJC District

Tuition: \$8.00 per semester hour with a minimum total tuition charge of \$25.00.

Texas Residents from outside of the TJC District

Tuition: \$8.00 per semester hour with a minimum total tuition charge of \$25.00.

Surcharge fee: \$10.00 per semester hour.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." **Twelve months is the minimum length of time required to establish residency.**

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

In-District student: A Texas resident (or dependents) who physically resides in property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

Waiver of Non-Resident Tuition

The difference in the rate of tuition for non-resident and resident students may be waived for a person and dependents who own property and reside in property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), *Texas Education Code*].

A person (or dependents) requesting such a waiver shall verify property ownership with the Admissions Office at the time of registration.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-residential students according to the definition provided by the statutes of the State of Texas are charged a special non-resident tuition rate.

Tuition: \$25.00 per semester hour with a minimum total tuition charge of \$200.00.

Surcharge fee: \$10.00 per semester hour.



Homecoming week is full of activities, including a parade, dance, midnight pep rally, king and queen nominations and other traditions which make up the rich heritage of Tyler Junior College.

Student Service and
Special Fees

Student Service Fee

All students are subject to a \$3.00/hour charge to cover the cost of student services. This fee may not exceed \$90 in one semester or summer session.

Special Fees

- 1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of \$15.00 for laboratory courses in which supplies are required.
- 2. A fee of \$15.00 is paid by students at the time of graduation.
- 3. Music fees per semester—individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano	\$50.00	\$75.00
Voice	50.00	75.00
Violin, Violoncello . . .	50.00	75.00
Guitar	50.00	75.00
Woodwind Instrument	50.00	75.00
Brass Instrument . . .	50.00	75.00
Practice Room (four hours per week)		\$4.00

- 4. A fee of \$5.00 is paid by students when they replace a lost ID card or when they have a card made after the second week of classes.

“By going to TJC for two years, I saved money that I can use toward a senior college.”

Geoff Roark, sophomore
business major

Tyler Junior College
Refund Policy

Refund payments will be mailed to the student’s permanent address as listed in the Registrar’s Office approximately 4-6 weeks after the end of the refund period applicable. Late registration, registration and change fees are non-refundable.

Fall and Spring Semesters

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	None

Summer Semesters

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	None

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at Tyler Junior College will have applicable tuition and fees refunded according to the following schedule:

Regular Session

During the first twelve class days	100%
After the twelfth class day	None

Summer Session

During the first four class days	100%
After the fourth class day	None

“Tuition, fees, and other expenses are subject to change by vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.”



"As a counselor, I am concerned with the direction students take on their college journey. In order to help them, I strive to be a resource, an advisor and a friend."

Mary W. Beal

Counselor/Director, Student Scholarship Advisement

M.S., Mississippi State University

B.S., Mississippi University for Women

How We Help You

Financial Aid

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. To apply for financial aid, each year a student must complete either the Application for Federal Student Aid (AFSA) or the Financial Aid Form (FAF) of the College Scholarship Service. The Financial Aid Need Analysis Forms of the College Scholarship Service take 5-8 weeks to process. Students and/or parents may also be required to submit a copy of their most recent federal income tax form.

Important Dates—Although an application for financial aid may be submitted at any time during the term, priority is given to students who apply by the recommended mailing dates.

Academic year—April 15

Fall Semester—April 15

Spring Semester—November 1

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission; **disbursements will not be made before the twelfth class day.**

Any applicant who is married, born before January 1, 1964, orphaned or a ward of the Court, a Veteran of the U.S. Armed Forces, or has legal dependents other than a spouse may be considered self supporting. An affidavit of independence signed by the student and his or her parents or guardian must be submitted in addition to the other required application materials.

All applicants who have attended other colleges or universities are required to submit a Financial Aid Transcript (FAT) **whether or not financial aid was applied for or received at the other institution.**

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Guaranteed Student Loan), students must

be enrolled in a degree or certificate program for a least 6 credit hours. Students who attend only in the summer session **may not** be eligible for financial aid. Contact the Office of Student Financial Aid and Scholarships for details.

Some of the scholarships, grants, loans, and job opportunities available to students are outlined in the following paragraphs. Contact the Office of Student Financial Aid and Scholarships for detailed information about any program and deadlines for applying. Priority deadlines are established for scholarship and state grant awards.

Scholarships

Presidential Scholarships

Thirty-three Presidential Scholarships of \$2,000 per year or \$4,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 10 percent of their graduating high school classes.

Priority for the selection of these 33 Presidential Scholarships will be given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the Director, Student Financial Aid and Scholarships by March 15.

To maintain the scholarship, a 3.5 cumulative grade point average must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College. Applicants for the scholarship are available through high school counselors. (National Merit Scholars are not eligible for Presidential Scholarships.)

Valedictorian's Scholarships

Valedictorians (defined as highest-ranking student) of high school graduating classes are eligible for a freshman-year tuition and fees. A letter or certificate of verification from the student's high school principal must be presented by June 15. (This award will not apply to National Merit Scholars, Presidential Scholars, or others receiving full-tuition scholarships.)

Dean's Scholarships

Dean's Scholarships of \$1,000 per year or \$2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 15 percent of their graduating high school classes.

To maintain the scholarship, a 3.0 cumulative grade point average must be maintained. Applications for the scholarship are available through high school counselors.

College/Endowed

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify on merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application.

Academic scholarships are awarded for one year at a time. Recipients are expected to enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

Athletic Scholarships

Athletic scholarships are awarded by the Tyler Junior College Athletic Department according to Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College Athletic Department.

Annual Scholarships and Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past two years. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee as well as scholarships awarded and administered by outside agencies.

For application information, contact the Financial Aid and Scholarship Office.

The Paul and Jacqueline Adams
Art Scholarship
Advance Class Scholarship/Glenwood
Methodist Church
The Alpha Delta Kappa Scholarship
Alpha Theta Tau Chapter of Beta
Sigma Phi Scholarship
The American Association of University
Women Scholarship
American Business Women's Association
Lake Country Chapter, Scholarship
American Business Women's Association,
Rose Chapter Chapter, Scholarship
American Business Women's Association,
Tyler Azalea Chapter, Scholarship
Tom Anderson Jr. Journalism Scholarships
ARCO Oil and Gas Company Affirmative
Action Scholarship East Texas District
The Mattie Alice Scroggin Baker
Presidential Scholarship
Dr. R.E.G. Baldwin Nursing Scholarship
Beverly Enterprises Scholarships
Brookshire Agricultural Scholarship
The S.W. Brookshire Presidential
Scholarship
The Wood T. Brookshire Memorial
Scholarships
The Claud Brown Scholarships for
Handicapped Individuals
Buford Television, Inc. Employee's
Scholarship
Dr. Jean Speller Browne Scholarship
The Sarah Butler Presidential Scholarship
T.B. Butler Newswriting Award
The T.B. Butler Publishing Company
Scholarship
The T.B. Butler Publishing Company
Key and Internship

B.G. Byars Scholarships
 D.K. Caldwell Scholarship
 The Margaret and Frank Canavaggio
 Presidential Scholarship
 Russell Cantwell Scholarship
 The Cedars of Lebanon Club Scholarship
 Charles L. Childers Endowed Scholarship
 Dr. H.R. Coats Nursing Scholarship
 Community Hospital Auxiliary Scholarship
 Community Service Club Scholarship
 Criterion Study Club Scholarship
 The Bess Corbet Memorial Scholarship
 The D.A.R. Scholarship
 The Wilton J. Daniel Endowed Scholarship
 The Delta Kappa Gamma Society
 Scholarship
 The Daniel B. Deupree Foundation
 Scholarship
 The Downtowner's Business and Profes-
 sional Women's Club Scholarship
 The Josephine Drago Endowed
 Nursing Scholarship
 East Texas Chapter-American Petroleum
 Institute Scholarship
 East Texas Chapter of Links Art
 Competition Award
 East Texas Golden Gloves Association
 Scholarship
 The East Texas Petroleum Wives
 Scholarship
 East Texas Respiratory Seminar
 Scholarship
 East Texas Cattle-ettes Scholarship
 Educational Support Staff Association of
 Tyler Junior College Scholarship
 The E.A. Ellison Memorial Scholarship
 The Mary Martha Fair Presidential
 Scholarship
 The R.W. Fair Foundation Scholarships
 Paul and Sylvia Golenternek
 Forchheimer Scholarship
 The I.L. Friedman Scholarship
 The "Rusty" Ingram Fletcher
 Presidential Scholarship
 The Mrs. A.S. Genecov Presidential
 Scholarship
 Brady P. Gentry Dean's Scholarships
 The Brady P. Gentry Presidential
 Scholarship
 Mrs. D.K. "Lottie" Caldwell Alfred E.
 Gilliam Apache Belle Scholarship
 Mary John and Ralph Spence Alfred E.
 Gilliam Apache Belle Scholarship
 Goar Scholarship Fund
 The Ceelia Golenternek Goldstucker,
 Phillip and Hyman Golenternek
 Memorial Scholarship
 The Dr. and Mrs. Dan Golenternek
 Scholarship
 The Dr. and Mrs. Joe Golenternek
 Scholarship
 The Isadore Golenternek Scholarship
 The Leo Golenternek Memorial
 Scholarships
 The Sarah H. and Alexander Golenternek
 Memorial Scholarship
 The Averille Greenhaw Home Economics
 Scholarship
 Mrs. Etta Golenternek Gross Memorial
 Scholarship
 The Raymond Hedge, Sr. Memorial
 Scholarship
 The J.C. Henderson Memorial Scholarship
 Dr. Winifred Golenternek Heringhi
 Memorial Scholarship
 The Simon and Louise Henderson
 Foundation Endowed Scholarship
 The Marguerite Hercules Scholarships
 The E. Fred Herschbach German
 Language Award
 Houston Livestock Show Association
 Scholarships
 The Howe-Baker Engineers, Inc.
 Scholarship
 The Dulse Lux Hudnall Presidential
 Scholarship
 The David K. "Cokie" Hughes Memorial
 Scholarship
 The Jeanne and Phil Hurwitz
 Presidential Scholarship
 Independent Insurance Agents of
 Tyler Scholarship
 Insurance Women of Tyler Scholarship
 Jacksonville LVN Scholarships
 Thomas Jefferson Memorial Scholarship
 Dr. H.E. Jenkins Memorial Scholarship
 Dr. Harry E. Jenkins Presidential
 Scholarship
 Dr. Wiley Jenkins Scholarship
 The Lillie Jiles Scholarships
 The Harry Lawrence Johnson
 Surveying Scholarship
 The Journalism Ex-Students Award
 The Junior Symphony League Scholarship
 King Communication Scholarship
 The Margaret Kinzie Scholarships-LVN
 The Margaret Kinzie Scholarships-RN
 The Rick Kinsey Electronics Award
 Las Mascaras Dr. Jean Speller
 Browne Award
 Levy Estate Scholarship
 Robin Lindsey Memorial Scholarship
 Littera Club Scholarship
 The Red Little Presidential Scholarship

The Asa Lockhart Scholarship
 E.B. Long Memorial Scholarship
 The St. Clair F. Luzzi Presidential
 Scholarship
 The Leota Martin Memorial Scholarship
 The Bruce McMillan, Jr. Foundation
 Scholarships
 The Charles T. May Memorial Scholarship
 The Senator Warren Swann McDonald
 Scholarship
 The McLarty-Childress Presidential
 Scholarship
 The Medical Team Care Health Services
 Scholarship
 The Josephine and Dan Needham
 Presidential Scholarship
 Network for Executive Women Scholarship
 Omega Psi Phi Fraternity Scholarship
 The Breakfast Optimist's Club Scholarships
 Phi Delta Kappa (Rose City Chapter)
 Scholarship
 Tyler Pi Beta Phi Alumni Club Scholarships
 The Pilot Club Scholarship
 The P.C. Pinkerton Memorial Scholarship
 The George W. Pirtle Memorial Scholarship
 The Pirtle Scholarship in Science
 and Engineering
 The George W. Pirtle Technology
 Scholarships
 The El Freda Taylor Pirtle Scholarships
 The Joyce and Bill Pirtle Presidential
 Scholarship
 The Dr. Blanche Prejean Presidential
 Scholarship, sponsored by the Tyler
 Junior College Alumni Association
 The J.C. and L.N. Price Trust Scholarship
 The Professional Secretaries
 International Scholarship
 The Quilters Guild of East Texas
 Home Economics Scholarship
 William S. Reeves Scholarship
 The Frank E. Peycke Memorial Scholarship
 The L.N. Reynolds Incentive Scholarships
 Mr. and Mrs. A.W. Riter Jr. Dean's
 Scholarship
 Mr. and Mrs. A.W. Riter Jr. Dean's
 Leadership Scholarship
 Miss Rodeo Texas Pageant Scholarship
 The Jennifer Leigh Rogers Scholarship
 The Celestino Romero Guitar Scholarship
 Rose Capital Pilot Club Scholarship
 The Louise H. Rogers Presidential
 Scholarship
 The Robert M. Rogers Presidential
 Scholarship
 The Pauline Heffler Roosth Presidential
 Scholarship
 The Rotary Young Citizens Awards
 The Chuck Sanderson Memorial
 Scholarships
 Atlantis Shelby Scholarships
 The Dorothy and Thomas H. Shelby, Jr.
 Presidential Scholarship
 The Dr. and Mrs. L.E. Skinner Scholarship
 The Grace Moore Skinner Smith
 Scholarship
 The Smith County Bar Association
 Scholarship
 The Smith County Dental Auxiliary-
 Dental Hygiene Scholarship
 Smith County Medical Society Auxiliary
 Scholarships
 The Smith County Medical Society
 Auxiliary Presidential Scholarship
 Kathryn Nettles Speas Scholarship
 The Tony Spitzberg Memorial Award
 James R. Stewart Scholarship
 The Ronnie M. Stone Memorial
 Scholarship
 The Lawson Sewell, Tom Schoonover,
 Marc Morrison and V. Ray Pyle
 Tennis Scholarship
 The Florence and Marcus Strum
 Scholarships
 The Sun Oil Company Scholarships
 The TEPE Scholarship
 Texas Chest Foundation Scholarship
 Texas Educational Secretaries
 Association, Inc. Music Scholarship
 Association of Texas Professional
 Educators of Tyler Scholarships
 Texas Real Estate Research Center
 Scholarship
 Texas Rose Festival Association
 Music Scholarship
 Texas Surveyors Association Scholarship
 Trane Company Employee Scholarships
 The Turman Family Reunion Scholarship
 The Tyler Art League Scholarship
 The Tyler Association of Pharmaceutical
 Salesmen Scholarship
 Tyler Board of Realtors Scholarship
 Tyler Civic Chorale Association Music
 Scholarship
 Tyler Civitan Scholarship
 Tyler Clearing House Association Con-
 tributions to General Scholarship Fund
 Tyler Clearing House Association
 Presidential Scholarship
 Tyler Community Housing Resource
 Board Scholarship
 The Tyler Council of Parents and
 Teachers Scholarships

The Tyler Desk and Derrick Club
 Scholarship
 The TISD Educational Secretaries and
 Aides Association Scholarship
 Tyler Evening Business and Professional
 Women's Club Scholarship
 Tyler Home Builders Women's Auxiliary
 Scholarships
 TISD Insurance Committee's Scholarship
 Tyler Junior College Alumni Association
 Scholarship
 Tyler Junior College Drafting Scholarship
 Tyler Junior College Geology Scholarship
 (in memory of Fred Johns)
 Tyler Jaycees Scholarship
 The Tyler Legal Secretaries Association
 Scholarship
 The Tyler Lions Club Scholarship
 The Mental Health Association of
 Tyler Scholarship
 Tyler Patrolman's Association Scholarship
 Tyler Rose Society Scholarship
 Tyler Rotary Club Scholarship
 The University of Texas at Tyler Scholarship
 Valedictorian Scholarships
 The Dennis Van der Meer Tennis
 Scholarship
 The Bonna Bess and Jim Vaughn
 Presidential Scholarship
 Vaughn Foundation Scholarship
 Vaughn Foundation Nursing Scholarship
 Veteran's of World War I and Ladies Auxili-
 ary of Rose City Barracks Scholarship
 Floyd Wagstaff Scholarships
 The Floyd Wagstaff Presidential
 Scholarship
 The Carl Wallace Journalism Scholarship
 The Mary Wallace Education Scholarship
 Dr. and Mrs. J.E. Watkins
 Scholarship Trust
 E.A. Wendlandt Scholarship
 The Wesley Foundation Ann Adams
 Scholarship
 Wesley Foundation Lillian Kelsey
 Powell Scholarship
 The Dorothy Fay White and J.E. White
 Dean's Scholarships
 The Jack and Dorothy Fay White
 Scholarship
 The Dorothy Fay and Jack White
 Presidential Scholarships
 The Reverend J.E. White and Minnie
 Gentry White Presidential Scholarship
 The Jack and Dorothy Fay White Presi-
 dential Scholarship in the Fine Arts
 The Mastin G. and Jack White Music
 Scholarship
 The Mastin Gentry White Presidential
 Scholarship

The James H. "Buster" White Scholarship
 The Mrs. Royce E. "Petey" Wisenbaker
 Presidential Scholarship
 Virginia Wilks Nursing Scholarship
 The Gertrude Buckley Windsor
 Presidential Scholarship
 The Minnie Williams Memorial Scholarship
 Watson W. and Emma Wise Cultural
 Arts Scholarship
 The Watson Wise Incentive Award
 The Women's Symphony League
 Scholarship
 The Virginia Pittman Yale Journalism
 Scholarship

Grants

Pell Grant

The Pell Grant program is a federally
 funded program designed to provide
 eligible students with a "foundation" of
 financial aid to assist with the costs of
 attending college. To be considered for a
 Pell Grant, a student must be an under-
 graduate, not have received a bachelor's
 degree, and submit a Student Aid Report
 (SAR).

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance
 for eligible undergraduate students who
 show exceptional financial need, are
 making satisfactory academic progress
 toward their educational goal and are
 enrolled for at least six credit hours. Priority
 is given to Pell Grant Recipients. Students
 must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial
 aid program to assist students enrolled at
 state supported colleges. This grant is
 available to students enrolled in credit and
 some non-credit courses. Students must
 apply each year for the TPEG.

Texas Public Educational—State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state pro-
 gram. To qualify, students must show
 financial need and be making satisfactory
 academic progress toward their
 educational goal. This grant is awarded by
 eligibility based on a first come, first served
 basis. Student must apply each year for
 the TPE-SSIG.

Loans

Guaranteed Student Loan (GSL)

Guaranteed Student Loans may be made both by private lending institutions (banks, credit unions, savings and loan associations, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The interest on Guaranteed Student Loans is 8% maximum. Repayment on Guaranteed Student Loans begins six months after the student is no longer enrolled on at least a one-half time basis. There is a \$50 minimum monthly repayment and a maximum ten year repayment period for these loans.

Emergency Short Term Loans (ESTL)

Tyler Junior College has established a limited Emergency Short Term Loan program to meet emergency needs of students. Loans are usually limited to the amount of tuition and fees and bear no interest; however, there is a \$15.00 loan processing fee.

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study.

Student Assistants

Employment Program (NWS)

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similar to the College Work-Study program.

Off Campus Employment (OCE)

Various part-time employment opportunities are available in the Tyler Community. Contact the Counseling Center for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

Satisfactory Academic Progress Requirement

Students who receive financial aid or VA benefits are required by regulation to make measurable progress toward the completion of their course of study. For a detailed description of the requirements, contact the Student Financial Aid and Scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial
Aid and Scholarships
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Texas Rehabilitation Commission, Tyler District Office, 1517 West Front Street, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian Students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility. Bureau of Indian Affairs, 1100 Commerce-Room 2044, Dallas, Texas 75202.

Tuition Exemption Program

In addition to the scholarships, grants, loans, and employment opportunities already mentioned, the State of Texas and Tyler Junior College offer a number of exemptions from tuition and fee charges. They are not related to family income or "financial need," nor do they require the completion of a regular financial aid application. Contact the Student Financial Aid and Scholarships office for more information.

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans coordinator for information and assistance in applying for benefits.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress—

The Veterans Administration must be notified of unsatisfactory progress the second semester a student has not made a 2.0 average. Veterans should contact the admissions office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans benefit will be exempt from tuition and educational related fees. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

For further information, contact the Coordinator of Veterans' Services in the Admission/Registrar's Office.

“TJC is a great place to meet new people of all ages who have the same interests as you. It's an opportunity that no one should pass up.”

Michelle Campbell, sophomore pre-law major

College Regulations

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a late registration fee of \$10.00 will be charged. They will be responsible for making up all work missed.

Adding and Changing Courses

After the beginning of classes, adding or changing courses will be approved only for the most pressing of reasons. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final

date for changing courses can be found in the College Calendar. A change of schedule fee of \$5 will be charged each time a change is processed.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. Registration of such students will occur on the last day of late registration or on the date specified in the College Calendar. A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Quantity of Work Rule

Students enrolled in 12 or more semester hours of work are considered full-time students. The standard amount of credit work for each student in the regular session is 15 or 16 hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawal

A student desiring to withdraw from school must submit a withdrawal petition to the Registrar's Office and is subject to the college's administrative policies.

Reinstatements

A student who has been withdrawn from a course may be reinstated with the approval of the appropriate instructional dean. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Students who are not in attendance enough to be certified to the state will be dropped from the rolls of that class.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each instructor will arrange a schedule for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D", "F" or "WF".

A student who fails to achieve a "C" average upon completing 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after each long semester*. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive semester, the student will receive notification that he/she must report for counseling before registering again.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive semester, he/she will be placed on academic suspension. Students who have a "C" average for the immediately preceding semester will be allowed to continue on probation, **although the cumulative average will be below 2.0.** Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college, who are allowed to register at Tyler Junior College, must make a "C" average in all courses attempted that semester, or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

Grades and Reports

Students receive grade reports every eight weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Challenge of a final course grade must be initiated no later than the first ten days of the *long semester

**For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be the equivalent of one long semester.*

following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the Student Handbook.

President's List

To qualify for the President's List, a student must complete a minimum of 12 hours of college level courses (100 or above) and have a 4.0 grade point average (all "A's").

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. The grade of "A" carries four honor points per semester hour; the grade of "B" carries three; the grade of "C" carries two; and the grade of "D" carries one per semester hour. To qualify for the Dean's List, a student must complete a minimum of 12 semester hours of college level courses (100 or above) and have a 3.3 grade point average with no "D's", "F's" or "WF's".

Graduating with Honors

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on all accumulated course work of college level courses (100 or above) attempted.

Highest Honors—4.0 grade point average.

High Honors—3.6 grade point average.

Honors—3.3 grade point average.

Semester Grade Point Average (SGPA):

Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

Cumulative Grade Point Average

(CGPA): Average will consist of the total of all college level work completed and/or accepted in transfer at Tyler Junior College, excluding courses below the 100 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

Degree Grade Point Average (DGPA):

Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College, excluding courses below the 100 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted. This grade point average will be used on the **degree plan only**.

Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have three digit numbers which begin with "0".

Courses are numbered as follows (except in nursing): The first digit of the number indicates the college year in which the course is taken; the second digit in the number indicates the semester of the year in which the course is taken; the final digit indicates the credit value of the course in semester hours. Thus, English 123 indicates that the course is the first year, second semester English with a credit value of three semester hours.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of class hours each week while the second number gives the number of hours of laboratory each week. For example, the notation (3-2) indicates that a course has three hours of class meetings and two hours of laboratory weekly.

Transfer to Other Institutions

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he/she intends to transfer credit. Courses for his/her first two years should be planned in accordance with the degree plan of the institution to which he/she will transfer.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed, and obtain the permission of their instructional dean for the overload.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this Act is available for review in the office of the registrar:

Area in which student records are maintained:

1. Academic records
Registrar's Office, Continuing Education Office and faculty offices
2. Placement and testing records
Counseling Center
3. Financial records
Business Office and Financial Aid Office
4. Medical records
College Nurse Office

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, (P.L. 93-380, section 513), as amended (P.L. 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the Registrar's Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be

released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Change of Name or Address

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished.** Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

Residence Life

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a modern residential living system of eight residence halls which house more than 600 students. Each living unit is air-conditioned and features suites of four people in two bedrooms sharing bathroom facilities. All rooms have basic furniture and smoke alarms for the safety of residents. Each hall has limited laundry and kitchen facilities for residents' use.

Students living in College housing have opportunities to participate in student government at the hall level and enjoy proximity to many College activities and events. Programs are provided in the halls

on a regular basis for the information of students and include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall coordinator and several student resident assistants live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, provision of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in both the regional and national college housing associations.

Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eligible for College housing. Assignments are very limited and it is suggested that applications be submitted at least 6 months prior to the semester for which housing is desired. Both a complete application form and a deposit are required to be considered for assignment. Applications submitted without the required deposit will be returned without action. Applications for College housing are available upon request from both the Residential Life Office and the Admissions Office. Once assigned to a specific hall, payment is due on August 1 for fall semester and on January 1 for spring semester. Summer housing costs and dates vary according to availability.

More information about the Residential Life Program, including current costs, is available from the Residential Life Office located in the Student Center or by calling 214-531-2524. Tyler Junior College gives equal consideration to all applicants for College housing without regard to race, creed, color, national origin, sex, age, marital status, or physical handicap.

College Dining Hall

The College Dining Hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact the Director of Food Services.

Health Services

The Health Center provides facilities for limited health care. Proper care is provided in case of minor illnesses; first aid assistance is rendered when needed, and individuals are referred to appropriate sources when more definitive care is necessary. All costs related to hospitals, services of a physician and medications not furnished by the Health Center must be paid by the student.

Additional information may be obtained in the Health Services Center.

Student Activities

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the *Tyler Junior College Student Handbook*.

Following is a sampling of some of the major extracurricular activities at the College:

Apache Band

The Apache Band is the official college band which is open to all qualified students and also accompanies the Apache Belles. The Stage Band and

Concert Band are select groups of band students from the Apache Band chosen to play a variety of music.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at college and professional games and entertains on other occasions.

Throughout the year, special study is given to good taste in clothing, makeup, manners and general personal improvement.

College Choir

Open to all students who wish to sing, the Choir represents the college in concert on and off campus.

Harmony and Understanding

A select group of singers from the college choir, Harmony and Understanding sings modern popular music.

The Madrigal Singers

A select group of singers from the college choir, the Madrigal Singers present music from the Classical and Baroque eras.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball and tennis and for women in basketball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to include the diverse interests of the students. The following list of organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook*.

Biology Society of Tyler Junior College
Cheerleaders
Epsilon Delta Pi
Electronics Club
Eta Epsilon

Fire Protection
Future Farmers of America
Geological Society
Gospel Choir
Home Economics
Horticulture Club
Intergreek Council
Las Mascaras Speech and Dramatic Club
Delta Psi Omega
Law Enforcement Student Association
Mu Lambda Tau
Phi Theta Kappa
Physical Education Club
Resident Assistants Association
Psychology/Sociology Club
Respiratory Therapy
The Student American Dental Hygienists' Association
Soccer Club
Survey Club
The Student Senate
Tyler Junior College Nursing Student Association
Tyler Junior College News
The Apache Rodeo Club
Tennis Tech
Young Republicans

Religious Student Centers

Association of Baptist Students
Baptist Student Union
Tri C
Wesley Foundation

Fraternities

Alpha Omega
Alpha Tau Alpha
Delta Upsilon
Sigma Delta Nu
Kappa Kappa Psi
Alpha Sigma Chi

Sororities

San Souci Sorority
Tau Beta Sigma
Tau Kappa
Zeta Phi Omega

Counseling and Advising

Academic advising is provided to new students, education majors, scholastic probation students and to those whose major is undecided. Testing and tutorial services for students, as well as information concerning transferability of course work, is available. Counselors assist students with personal problems and concerns and provide referral information when requested. In addition, counselors help students to evaluate their interests and abilities and to set academic and career goals.

The Counseling, Testing, and Support Services Center provides services to currently enrolled and prospective students during both day and evening hours.

Prior to registration, new students are required to participate in the testing and advisement process, regardless of student classification, after having satisfied Tyler Junior College admissions requirements.

All returning students with chosen majors are advised by faculty advisors within the division of a student's program of study. Returning or readmission students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

Testing

Admissions Test Score Requirement

All freshman and transfer students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT) well in advance of actual enrollment.

Beginning students will be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College Counseling Center.

Credit by Examination

College Level Credit by Examination (CLCBE)

Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), certain specific departmental institutional tests, credit by life work experience and additional tests as determined by the institution. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. There is a \$25 fee for posting credit by examination to college records.

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College Testing Center.

Career Development/ Placement

Career development and placement services available for students include: exploration of career options, computer-based interest assessments, occupational information, senior college catalogs and transfer information.. Placement services available include: job search information, referrals for part-time and full-time employment, employer information through specific program coordinator liaisons, and campus interviews.

For more information, contact the Tyler Junior College Career Development and Placement Center.

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities. Programs have been developed to assist the student with weak academic skills, a physical/learning disability and the non-traditional student considering "re-entry" into education or employment.

For more information, contact the Support Services Office in the Counseling Center.

The Vaughn Library and Learning Resources Center hold the Vaughn Library, the Interactive Computer Learning Center, and an instructional videotape collection. In addition, book collections for the health sciences, legal assistance, and other programs are here.

Books from the library are checked out using a current ID card. Reference books, microfilms, and magazines stay in the library but copy machines can be found on each floor. Software in the Interactive Computer Learning Center includes word-processing, database, and spreadsheet applications. Also, computer-assisted-instruction programs in chemistry, English, history, foreign language, and other areas are here. Tapes from the video collection can be viewed on the second floor. Video

programs for the instructional television (ITV) courses can be viewed here, checked out for watching at home, or for Tyler residents, seen on Channel 37 of the local cable.

Success Oriented Studies

This title (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.

For more information, contact the Success Oriented Studies Office on the second floor of the Vaughn Memorial Library.

Summer Freshman Orientation

Summer freshman orientation sessions are available to students who wish to complete the freshman orientation requirement and register early for the fall semester. Students who participate in one of the summer freshman orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty advisors and other professionals and complete registration procedures for the fall semester.

For additional information, contact the Tyler Junior College Counseling Center.

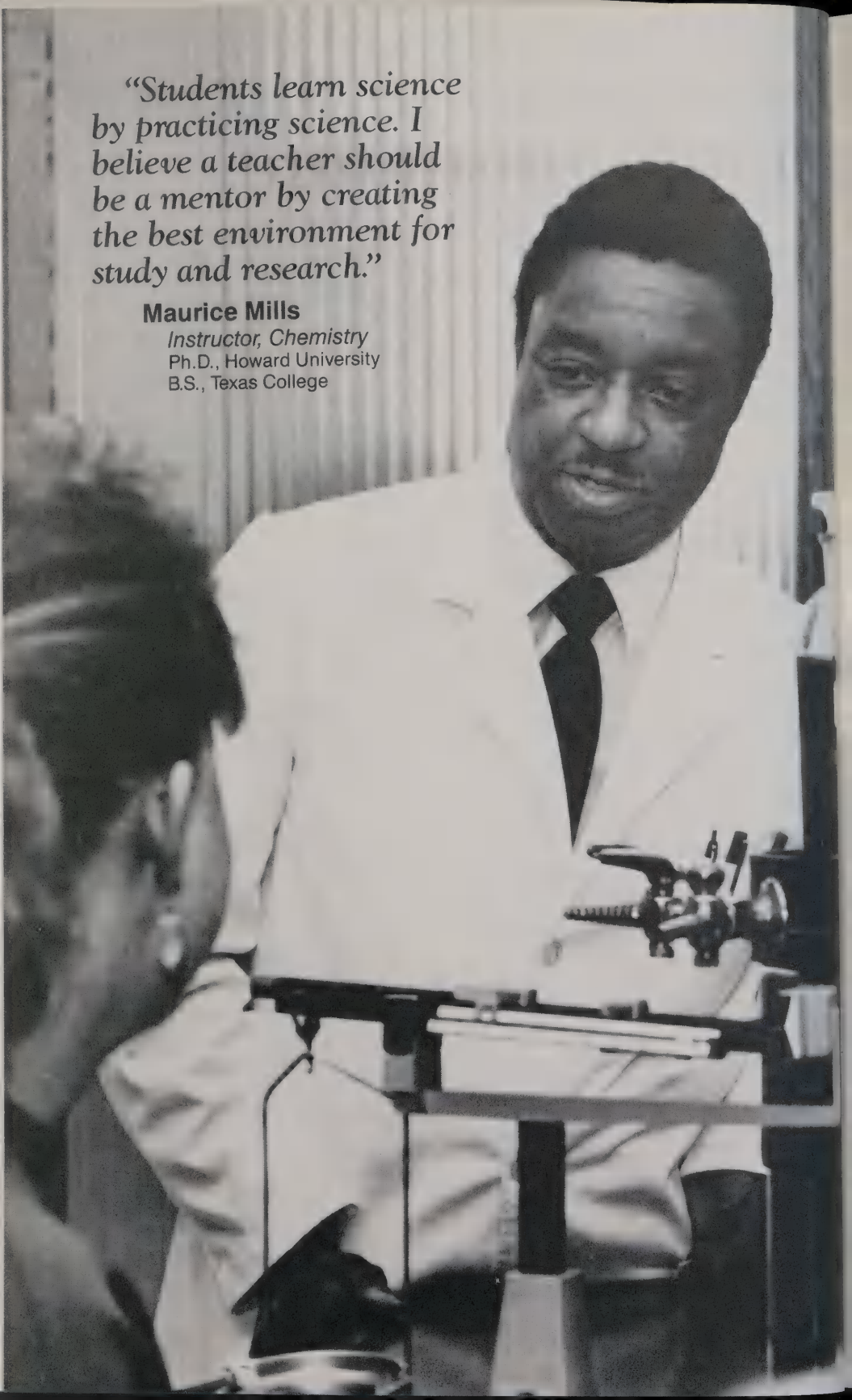
"TJC allows the students who get involved in the various activities to achieve a closeness not associated with larger universities."

**Jeff Hicks, sophomore
business major**

"Students learn science by practicing science. I believe a teacher should be a mentor by creating the best environment for study and research."

Maurice Mills

*Instructor, Chemistry
Ph.D., Howard University
B.S., Texas College*



What We Offer

Degrees, Certificates and Graduation

General Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

- 1. The student must apply for a degree in a specific concentration by the published deadline.**
- 2. The student must complete 62 acceptable credit hours of work with an average grade of at least "C".**
- 3. Fifteen of the last 21 credit hours must be completed at Tyler Junior College. At least 15 credit hours of work must be of sophomore level.**
- 4. Students who graduate are required to attend the commencement exercises unless excused.**
- 5. A student must apply for a degree during the year he/she last attended Tyler Junior College.**
- 6. A student seeking any associate degree must complete Health Physical Education 111—Health Concepts of Physical Education.**
- 7. Psychology 111 requirement. The freshman orientation class is required of all full-time day students during their first semester of enrollment or during one of the summer orientation sessions held prior to fall semester.**

Associate in Arts Degree

The Associate in Arts Degree is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the Associate in Arts Degree will take essential core requirements that will allow them to transfer to a four-year institution. Tyler Junior College offers the Associate in Arts Degree to students completing the general requirements for all degrees, the general degree requirement for the Associate in Arts Degree and those courses required for concentrations in the disciplines listed after the general degree requirements.

The general degree requirements for the Associate in Arts Degree are:

- 1. English 113 and 123** (6 credit hours)
- 2. History 213 and 223** (6 credit hours)
Students may substitute one of these courses with another American or state history course. Students should check the history department of the senior college to which they intend to transfer.
- 3. Government 213 and 223** (6 credit hours)
- 4. Health and Physical Education 111** and one additional HPE activity course.
- 5. College level math** (3 credit hours)

NOTE: In all Associate in Arts degree plans, several disciplines are suggested as electives. *Social science* includes history, government, economics, sociology and psychology. *Humanities* include philosophy, literature, foreign language, music, theatre, art, journalism, speech, dance and Bible. *Natural science* includes chemistry, biology, geology, physics, astronomy and mathematics. *Laboratory science* includes chemistry, biology, geology, physics and astronomy.

Concentration in Agriculture

1. Complete general degree requirements.
2. Complete these specific requirements:

Biology (4 credit hours)

From BIO 114C, 124C, 124B, 114M, 124M

Agriculture (12 credit hours)

Mathematics (3 credit hours)

From MTH 113 or higher level mathematics course

Speech (3 credit hours)

From SPH 113, 113A or 223A

Electives to total 62 hours. Students should check senior college requirements.

Suggested electives from chemistry, agriculture, biology, English, humanities, social science, health and physical education.

Concentration in Art

1. Complete general degree requirements.
2. Complete these specific requirements:

Art (18 credit hours)

To include 113D, 123D, 113E, 123E, 213 and 223

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, social science, English, humanities, health and physical education.

Concentration in Behavioral Science

(Majors in Psychology, Sociology, suggested for undecided majors)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)

Any sophomore literature

Biology (8 credit hours)

Mathematics (6 credit hours)

Humanities, Social Sciences (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and physical education.

Concentration in Business Administration

1. Complete general degree requirements.
2. Complete these specific requirements:

Business (14 credit hours)

BUS 113B, 214, 224, 213L or approved elective

Computer Science (3 credit hours)

CS 113V

Economics (6 credit hours)

ECO 213, 223

English Literature (3 credit hours)

A sophomore literature course.

Humanities/Behavioral Science

(6 credit hours)

SPH 113A

Approved Elective

Laboratory Science (8 credit hours)

Biological, Chemical, Geological or Physical Science

Mathematics (6 credit hours)

MTH 113K and MTH 123K

Students who intend to transfer to a university and seek the baccalaureate degree in business administration should consult with a program advisor, inquire of the university course requirements, and plan a degree accordingly.

Concentration in Computer Science

1. Complete general degree requirements.
2. Complete these specific requirements:

Computer Science (12 credit hours)

From CS 113A, 113L, 113P, 123E, 213A, 213F, CS 223C, or MTH 123D

Laboratory Science (4 credit hours)

From *Biology, *Geology, +Chemistry or +Physics

Mathematics (6 credit hours)

From MTH 113A, *MTH 113K, *MTH 123K, +MTH 113B, +MTH 213A, +MTH 213B

Accounting and/or additional

Laboratory Science and/or additional

Mathematics (6/8 credit hours)

From *BUS 213, *BUS 224 and/or from *Biology, *Geology, +Chemistry or +Physics and/or from *MTH list above or higher level course.

Humanities, Social Science or

***Economics** (6 credit hours)

Electives to total 62 hours.

**Recommended for business oriented degree.*

+Recommended for scientific or engineering oriented degree.

Student should check senior college requirements.

NOTE: For other Computer Science degrees, see pages 41 and 42 of this catalog.

Concentration in Engineering

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (12 credit hours)
To include MTH 213A, 213B, 223C

Engineering (6 credit hours)
EGR 213, 223A

Physics (8 credit hours)
From PHY 124A, 224A and 214A

Chemistry (4 credit hours)
CHM 114

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, humanities, social science, health and physical education.

Concentration in Fine Arts

*(Speech/Drama/Theatre Arts/
Dance/Art/Music)*

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

**Mathematics, Foreign Language,
Laboratory Science** (12 credit hours)

**Speech/Drama/Theatre Arts/Dance/
Art/Music** (15 credit course hours)
From any one area

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, natural science, health and physical education.

Concentration in Health and Physical Education

1. Complete general degree requirements.
2. Complete these specific requirements:

Health and Physical Education
Activity courses (4 credit hours)
To include HPE 111
Theory/Teaching courses (12 credit hours)

**Mathematics or Laboratory
Science** (6 credit hours)

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from natural science, social science, humanities, health and physical education.

Concentration in Home Economics

1. Complete general degree requirements.
2. Complete these specific requirements:

Home Economics (12 credit hours)
**Mathematics, Laboratory Science or
Foreign Language** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, laboratory science, humanities, home economics, health and physical education.

Concentration in Journalism

*(Advertising, Broadcast News,
Magazine Journalism, News/Public
Affairs Reporting, Public Relations,
Radio, Television, Film)*

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Journalism (12 credit hours)
To include JRN 113C, 213 and 223.

**Mathematics, Laboratory Science or
Foreign Language** (12 credit hours)

**Humanities and
Social Science** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, mathematics, health and physical education.

Concentration in Liberal Arts

*(Majors in History, Foreign Language,
Government, Economics, Literature
and Pre-Law)*

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

**Humanities or
Social Science** (12 credit hours)
To include HST 113A and 123A

**Foreign Language, Laboratory Science or
Mathematics** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, laboratory science, mathematics, health and physical education.

Concentration in Mathematics

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (15 credit hours)
To include MTH 213A, 213B, 223C

Laboratory Science (8 credit hours)

Computer Science (3 credit hours)
From MTH 123D or
CS programming courses

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, social science, foreign language, health and physical education.

Concentration in Music

1. Complete general degree requirements.
2. Complete these specific requirements:

Music (35 credit hours)
including (12) Theory-MU 113T, 123T, 213T, 223T
(4) Sight Singing and Ear Training-MU 111T, 121T, 211T, 221T
(12) Private lessons (instrument and/or voice)
(4) Ensemble (band, choir, etc.)

(3) Literature-MU 113L or MU 123L

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, humanities, social science, health and physical education.

Concentration in Natural Science

(Majors in Biology, Chemistry, Geology, Physics, Pre-Med, Pre-Dental)

1. Complete general degree requirements.
2. Complete these specific requirements:

Chemistry (8 credit hours)
CHM 114, 124

Additional Laboratory Science (8 credit hours)

Mathematics (6 credit hours)
MTH 113A, 113B or higher level mathematics

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, foreign language, health and physical education.

Concentration in Speech/Theatre

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Speech/Theatre (15 credit hours)
To include SPH 113C and SPH 123A

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from speech, theatre, humanities, social science, laboratory science, fine arts, health and physical education.

Concentration in Teacher Education

(Majors in Special Education, Elementary Education, Secondary Education)

1. Complete general degree requirements.*
2. Complete these specific requirements:

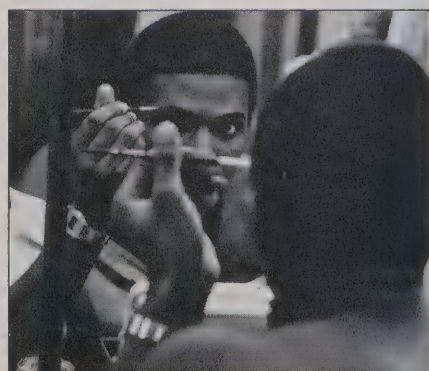
English Literature (3 credit hours)
Any sophomore literature

Mathematics, Foreign Language, Laboratory Science (12 credit hours)
(4) courses from 2 of these areas

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and physical education.



TJC Speech/Theatre boasts the title as the "winningest forensic program in Texas." The program annually performs four productions during the school year, with students involved in every area, including stage production, make-up, promotion, as well as acting.

Associate in Applied Science Degree

The Associate in Applied Science Degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the Associate in Applied Science Degree to students completing those courses in the following programs:

- Air Conditioning and Refrigeration
- Associate Degree Nursing
- Bank Management
- Child Development
- Computer-Aided Drafting
- Computer Science
- Criminal Justice
- Dental Hygiene
- Electronics
- Farm and Ranch Management
- Fashion Merchandising and Retailing
- Fire Protection
- General Business
- General Office Occupations
- Graphic Arts/Photography
- Legal Assistant
- Management
- Medical Laboratory Technician
- Mineral Lease Records
- Office Technology
- Ornamental Horticulture
- Postal Management
- Power Technology
- Radiologic Technology
- Real Estate Management
- Recreation Leadership-Tennis Teaching
- Respiratory Therapy
- Surveying
- Welding

All sophomore courses in a student's major subject must be completed at Tyler Junior College unless otherwise approved by the appropriate dean. Health science students should check specific graduation requirements for their program.

Proficiency Certificates

To earn a proficiency certificate, a student must complete a one-year program that includes technical and/or professional courses in their major. Students seeking a proficiency certificate are not required to take general courses

which are required for associates degrees. Students working toward proficiency certificate must complete courses with a "C" average. Following is a list of proficiency certificate majors:

Farm and Ranch Management

Designated proficiency certificate programs are:

- Air Conditioning and Refrigeration
- Bank Management
- Child Development
- Computer Science
- Criminal Justice
- Drafting
- Electronics
- Fashion Merchandising and Retailing
- Fire Protection
- General Business
- Graphic Arts/Photography
- Legal Assistant
- Management
- Medical Office Management
- Microcomputer Repair
- Mineral Land Management
- Office Technology
- Ornamental Horticulture
- Postal Management
- Real Estate Management
- Surveying
- Welding

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C".

- Long Term Care Administration
- Optician Technician
- Respiratory Therapy
- Vocational Nursing

"Because TJC is not as large as a senior college, the classes are smaller and more personal."

**Toni Thoene, freshman
business major**

Air Conditioning and Refrigeration Curriculum

First Year

Semester I

- AC 113** Introduction to AC & Refrigeration
- AC 113A** Fundamentals of Refrigeration
- AC 113D** Fundamentals of Electricity
- AC 113W** Air Conditioning Welding Procedures
- ENG 113** Composition and Rhetoric
- PSY 111** Freshman Orientation

Semester II

- AC 123A** Commercial Refrigeration
- AC 123B** Blueprint Reading
- AC 123D** Automatic Controls I
- HPE 111** Health Concepts
- ENG 123B** Technical Report Writing
- MTH 123E** Applied Mathematics

Second Year

Semester III

- AC 213A** Heating
- AC 213C** Automatic Controls II
- AC 213D** Air Conditioning Systems Design
- Computer Science Elective**
- History or Government**

Semester IV

- AC 223B** Installation and Maintenance of Air Conditioning Systems
- AC** Elective
- AC** Elective
- AC** Elective
- SPH 223A** Business and Professional Speaking
- MGT 113S** Small Business Management

AC Electives: AC 113S, AC 213I, AC 223H, AC 223M, AC 223P, AC 223T.

(Air Conditioning and Refrigeration Certificate Option)

Semester I

- AC 113** Introduction to AC and Refrigeration
- AC 113A** Fundamentals of Refrigeration
- AC 113D** Fundamentals of Electricity
- AC 113W** Air Conditioning Welding Procedures
- AC** Elective
- AC** Elective

Semester II

- AC 123A** Commercial Refrigeration
- AC 123B** Blueprint Reading
- AC 123D** Automatic Controls I
- AC 223B** Installation and Maintenance of Air Conditioning Systems
- AC** Elective
- AC** Elective



Fraternities, sororities and other campus organizations give students the opportunity to make friends and relax.

Bank Management Curriculum

First Year

Semester I

BUS 113A Elementary Accounting
or
BUS 214 Principles of Accounting
BM (9 semester hours of Banking courses)
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

BUS 123A Elementary Accounting
or
BUS 224 Principles of Accounting
BM (9 semester hours of Banking courses)
ECO 213 Principles of Economics
HPE 111 Health Concepts

Second Year

Semester III

MGT 113B Principles of Management
MTH 123E Applied Mathematics II
BM (9 semester hours of Banking courses)
CS 113C Computer Literacy

Semester IV

BM (6 semester hours of Banking courses)
Behavioral or Social Science Elective
BM 223C** Professional Develop Training
or Approved Elective
SPH 223A Business and Professional Speaking
REM 123A Real Estate Finance

Approved Electives: BUS 113B, GOV 213, GOV 223, HST 213, HST 223, MGT 113C, MGT 113S, OFT 113T, PSY 213, SOC 213, ECO 223 and MTH 223S.

Banking Courses: BM 111W, BM 112S, BM 113, BM 113A, BM 113B, BM 113C, BM 113S, BM 123A, BM 123B, BM 123C, BM 123S, BM 213B, BM 213D, BM 213E, BM 223, BM 223A, BM 223E, BM 223D, BM 223G and BM 223H.

***Banking internship includes twenty hours of supervised work experience each week with a one-hour related weekly seminar. Student is limited to only one internship per semester.*

(BM 223C, BM 213B, BM 213D, BM 223A and BM 113S require completion of 18 hours of Banking courses before enrollment or permission of local training officer.)

(Bank Management Certificate Option)

First Year

Semester I

BM (9 semester hours of Banking courses)
MGT 113B Principles of Management

Semester II

BM (9 semester hours of Banking courses)
REM 123A Real Estate Finance

Summer Session I

BUS 113A Elementary Accounting
BM (3 semester hours of Banking courses)

Summer Session II

BUS 123A Elementary Accounting
BM (3 semester hours of Banking courses)



The TJC athletic program is always full of energy and a love for competition, which makes it a leader among colleges. The athletic program includes intercollegiate sports for men in football, basketball and tennis and for women in basketball and tennis.

Child Development Curriculum

First Year

Semester I

- CD 113** Introduction to Child Development
- CD 113A** Survey of Child Care Management
- CD 113B** Curriculum and Materials in the Child Care Facility
- CD 113C** Health Care and Safety
- ENG 113** Composition and Rhetoric
- PSY 111** Freshman Orientation

Summer Session I (5 weeks)

- CD 113S** Cooperative Training

Semester II

- CD 123** The Family and the Community
- PSY 223A** or **CD 123A** Growth & Development in Early Childhood
- CD 123B** Creative Activities
- CD 123C** Child Health and Nutrition
- PSY 213** Introductory Psychology
- HPE 111** Health Concepts of Physical Fitness

Summer Session II (5 weeks)

- CD 123S** Cooperative Training

Second Year

Semester III

- CD 213** The Special Child
- CD 213A** Preschool Theory and Application
- MTH 113G** or **MTH 123E** Government Elective
- MGT 113S** Small Business Management

Semester IV

- CD 223** Child Care Issues
- CD 223A** Child Care Facility Management
- CS 113C** Computer Literacy
- Speech Elective
- Sociology Elective

Computer-Aided Drafting Curriculum

First Year

Semester I

- EGR 113** Engineering Design Graphics I
- DFT 113B** Illustration Drawing
- DFT 113G** Introduction to Computer-Aided Drafting
- ENG 113** Composition and Rhetoric
- MTH 123E*** Applied Mathematics
- PSY 111** Freshman Orientation

Semester II

- EGR 123** Engineering Design Graphics II
- DFT 123B** Computer-Aided Machine Drafting
- DFT 123E** Computer-Aided Electronics Drafting
- ENG 123B** Technical Report Writing
- Approved Elective
- HPE 111** Health Concepts

Second Year

Semester III

- DFT 213A** Computer-Aided Architectural Drafting
- DFT 213P** Computer-Aided Pipe Drafting
- DFT 213S** Computer-Aided Structural Drafting
- SPH 223A** Business and Professional Speaking
- MTH 113T*** Applied Trigonometry

Semester IV

- DFT 223B** Map Drafting
- DFT 223C** Plane Surveying
- DFT 223G** Advanced Computer-Aided Drafting
- PHY 113D** Industrial Strength of Materials
- Behavioral or Social Science Elective

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission*
Suggested Electives: DFT 223A, DFT 223P, CS 113C, MGT 113B, MGT 113C, GOV 213, GOV 223, HST 213, HST 223, PSY 213, SOC 213.

Computer Science Curriculum

(Microcomputer Option)

First Year

Semester I

- CS 113A** Introduction to Computers
- CS 113C** Computer Literacy
- CS 113K** Introduction to Computer Operations
- CS 113L** Introduction to Computer Programming Logic
- CS 113M** DOS/Data Entry
- BUS 113A** Elementary Accounting
- PSY 111** Freshman Orientation

Semester II

- CS 123L** Advanced Computer Programming Logic
- CS 213B** Systems Analysis
- CS 213F** Computer Programming: BASIC Language
- BUS 123A** Elementary Accounting
- ELC 123K** Introduction to Computer Hardware
- MTH 123E** Applied Mathematics

Second Year

Semester III

- CS 123T** Microcomputers
- CS 213H** Extended DOS
- CS** Computer Programming Language Elective
- ENG 113** Composition and Rhetoric
- OFT 213C** Comparative Word Processing

Semester IV

- CS 223J** Data Base Concepts with Programming
- ENG 123B** Technical Report Writing
- Social or Behavioral Science Elective**
- CS 223V** Professional Development Seminar or Computer Science Elective
- SPH 223A** Business and Professional Speaking
- HPE 111** Health Concepts

Computer Science Programming Language Electives: CS 113P, CS 123E, CS 213R, CS 223C, CS 223G, CS 123V.

Computer Science Electives: CS 113V, CS 123B, CS 123C, CS 123M, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y) or Programming Language from above.

(Programming Option)

First Year

Semester I

- CS 112** Data Entry I
- CS 113A** Introduction to Computers
- CS 113C** Computer Literacy
- CS 113K** Introduction to Computer Operations
- CS 113L** Introduction to Computer Programming Logic
- BUS 113A** Elementary Accounting
- PSY 111** Freshman Orientation

Semester II

- CS 123L** Advanced Computer Programming Logic
- CS 213C** Introduction to Computer Hardware
- CS 213F** Computer Programming: BASIC Language
- BUS 123A** Elementary Accounting
- MTH 123E** Applied Mathematics
- SPH 223A** Business and Professional Speaking

Second Year

Semester III

- CS 213A** Computer Programming: COBOL
- CS 213B** Systems Analysis
- CS** Programming Language Elective
- ENG 113** Composition and Rhetoric
- Elective **Social or Behavioral Science**

Semester IV

- CS 223A** Advanced Computer Programming: COBOL
- CS** Programming Language Elective
- CS** Elective
- ENG 123B** Technical Report Writing
- CS 223V** Professional Development Seminar or Computer Science Elective
- HPE 111** Health Concepts

Computer Science Programming Language Electives: CS 113P, CS 123E, CS 213R, CS 223C, CS 223G, CS 123V.

Computer Science Electives: CS 113V, CS 123B, CS 123C, CS 123M, CS 123T, CS 213, CS 213W, CS 223J, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y), or Programming Language from above.

Computer Science Curriculum

(Certificate of Proficiency)

Semester I

- CS 113A** Introduction to Computers
- CS 113C** Computer Literacy
- CS 113K** Introduction to Computer Operations
- CS 113M** DOS/Data Entry
- OFT 113R** Business English

Semester II

- CS 123B** Computer Operating Systems
- CS 123M** Data Entry II
- CS 123T** Microcomputers
- CS 213H** Extended DOS
- CS 223V** Professional Development Seminar
or Computer Science Elective
- OFT 213C** Comparative Word Processing

**Computer Science Electives: CS 113V, CS 213C, CS 213F, CS 223J, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y)*

Criminal Justice Curriculum

(Core Curriculum)

Semester I

- ENG 113** Composition and Rhetoric
- HST 213** History of the United States
- CJ 113*** Introduction to Criminal Justice
- CJ 113B*** Police Systems and Practices
- CJ 113E*** Crime in America
- PSY 111** Freshman Orientation
- HPE 111** Health Concepts

Semester II

- ENG 123** Composition and Rhetoric
- HST 223** History of the United States
- SPH 223A** Business and Professional Speaking
- CJ 223C*** The Courts and Criminal Procedures
- CJ 223D*** Fundamentals of Criminal Law
- CJ 223I** Texas Peace Officer Procedures

(Law Enforcement Option)

Second Year

Semester III

- GOV 213** American Government
- MTH 123E** Applied Math or higher math
- PSY 213** Introductory Psychology
- CJ 213A*** Criminal Investigation
- CJ 213B*** Legal Aspects of Law Enforcement
- CJ 213E** Texas Peace Officer Law

Semester IV

- GOV 223** American State Government
- SOC 223** Social Problems
- CJ 223J*** Texas Peace Officer Skills
- CJ 223K** Criminal Justice Internship
or Criminal Justice Elective
- CJ 213C** Criminalistics
- CS 113A** Introduction to Computers

Criminal Justice Electives: CJ 113C, CJ 123B, CJ 123D, CJ 213C, CJ 213D, CJ 223B, CJ 223H.

Criminal Justice Curriculum

(Corrections Option)

Second Year

Semester III

GOV 213 American Government
MTH 123E Applied Math or higher math
PSY 213 Introductory Psychology
CJ 213A* Criminal Investigation
CJ 213B Legal Aspects of Law Enforcement
CJ 123B Police Role in Crime & Del.

Semester IV

GOV 223 American State Government
SOC 223 Social Problems
CJ 213D* Correctional Systems and Practice
CJ 223H* Community Resources in Corrections
CJ 223K Criminal Justice Internship
or Approved Elective
CS 113A Introduction to Computers

**Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.*

Criminal Justice Electives: CJ 113C, CJ 123B, CJ 123C, CJ 123D, CJ 213A, CJ 213C, CJ 223B.

(Criminal Justice Certificate)

First Year

Semester I

CJ 113* Introduction to Criminal Justice
CJ 113B* Police Systems and Practices
CJ 123E* Crime in America
CJ 213E* Texas Peace Officer Law
CJ 223F* Texas Peace Officer Procedures
PSY 213A Social Psychology

Semester II

CJ 223C* The Courts and Criminal Procedure
CJ 223D* Fundamentals of Criminal Law
CJ 213A* Criminal Investigation
CJ 213B* Legal Aspects of Law Enforcement
CJ 223J* Texas Peace Officer Skills
SOC 223 Social Problems

Dental Hygiene Curriculum*

First Year

Summer Session I

DH 112 Introduction to Dental Hygiene
BIO 114D Anatomy and Physiology

Summer Session II

BIO 124D Anatomy and Physiology
HPE 111 Health Concepts

Semester I

DH 114 Dental Hygiene Radiography
DH 113 Oral Anatomy and Physiology
DH 114C Dental Hygiene Clinic I
DH 113D Oral Histology and Embryology
BIO 114A Microbiology
PSY 111 Freshman Orientation

Semester II

DH 122 Dental Materials
DH 122A Pathology
DH 122B Oral Pathology
DH 123C Dental Hygiene Clinic II
CHM 113D Elementary Chemistry
ENG 113 Composition and Rhetoric

Second Year

Summer Session

DH 212P Periodontology
ENG 123 Composition and Rhetoric

Semester III

DH 212 Pharmacology
DH 212D Clinical Nutrition
DH 213H Community Dental Health I
DH 213C Dental Hygiene Clinic III
PSY Elective

Semester IV

SOC Elective
DH 221S Seminar
DH 223C Dental Hygiene Clinic IV
DH 223H Community Dental Health II
MTH 113C Elementary Computer Programming
CS 113A Introduction to Computers

***Pending approval from the Coordinating Board.*

Drafting

(See Computer-Aided Drafting)

Electronics Technology Curriculum

(Core Curriculum)

First Year

Semester I

- ELC 113** Introduction to Digital Circuits
- ELC 113L** Introduction to DC and AC Circuits
- ELC 113M** Introduction to Electronics Technology
- ENG 113** Composition and Rhetoric
- MTH 113H** Electronics Math
- PSY 111** Freshman Orientation

Semester II

- ELC 123** Microprocessors and Digital Systems
- ELC 123A** Industrial Electronics and Motor Control
- ELC 123L** Semiconductor Devices and Circuits
- ELC 123S** Software Development for Microprocessors
- MGT 113C** Human Relations in Management
- ENG 123B** Technical Report Writing

(Digital/Microprocessor Option)

Second Year

Semester III

- ELC 213A** Microprocessor Applications
- ELC 213C** Linear Integrated Circuits
- ELC 213D** Microcomputer Maintenance
- CS 123V** Computer Programming: C
- DFT 213F** Drafting for Electronics Technicians
- Social/Behavioral Science** Elective

Semester IV

- ELC 223A** Microprocessor Interfacing
- ELC 223D** Troubleshooting Digital Systems
- ELC 223R** Robotics and Automated Systems
- PHY 111** Physics Problems Laboratory
- PHY 113** Physics Problems
- SPH 223A** Business and Professional Speaking
- HPE 111** Health Concepts

(Industrial Option)

Second Year

Semester III

- ELC 213A** Microprocessor Applications
- ELC 213C** Linear Integrated Circuits
- ELC 213T** Electronic Communications
- CS 123V** Computer Programming: C
- DFT 213F** Drafting for Electronics Technicians
- Social/Behavioral Science** Elective

Semester IV

- ELC 223B** Troubleshooting Electronic Communication Systems
- ELC 223D** Troubleshooting Digital Systems
- ELC 223R** Robotics and Automated Systems
- PHY 113** Physics Problems
- PHY 111** Physics Problems Laboratory
- SPH 223A** Business and Professional Speaking
- HPE 111** Health Concepts

(Electrical Power Option)

Second Year

Semester III

- ELC 213C** Linear Integrated Circuits
- ELC 213G** Electrical Power Generation
- ELC 213P** Electrical Power Measurements
- CS 123V** Computer Programming: C
- DFT 213F** Drafting for Electronics Technicians
- Social/Behavioral Science** Elective

Semester IV

- ELC 223G** Electrical Power Distribution
- ELC 223P** Automatic Control of Electrical Power Systems
- ELC 223S** Electrical Power Signaling Techniques
- PHY 111** Physics Problems Laboratory
- PHY 113** Physics Problems
- SPH 223A** Business and Professional Speaking
- HPE 111** Health Concepts

Electronics Technology Curriculum

(Telecommunications Option)

Second Year

Semester III

ELC 213B Laser/Opto-Electronics
ELC 213C Linear Integrated Circuits
ELC 213T Electronic Communications
CS 123V Computer Programming: C
DFT 213F Drafting for Electronics Technicians
Social/Behavioral Science Elective

Semester IV

ELC 223B Troubleshooting Electronic Communication Systems
ELC 223M Microwave Technology
ELC 223T Telecommunications
PHY 111 Physics Problems Laboratory
PHY 113 Physics Problems
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

(Microcomputer Repair Option) *One-Year Certificate*

Minisemester (8 weeks)

ELC 112A Introduction to Digital Electronics I
ELC 112T Tools and Instrumentation for PC Technicians
ELC 112P Introduction to PC Architecture

Minisemester II (8 weeks)

ELC 112B Introduction to Digital Electronics II
ELC 112C Introduction to Troubleshooting
ELC 112H Personal Computer Hardware

Minisemester III (8 weeks)

ELC 122S Service and Maintenance Procedures
ELC 122C Personal Computer Troubleshooting
ELC 122H Personal Computer Systems

Minisemester IV (8 weeks)

ELC 122E Troubleshooting Peripheral Equipment
ELC 122A Application Software
ELC 122W Professional Development Seminar

Farm and Ranch Management Curriculum

First Year

Semester I

ENG 113* Composition and Rhetoric
RMG 113 Principles of Soil Management
RMG 113C Farm Buildings and Construction
RMG 123A Agri Economics and Finance
RMG 223C Principles of Agriculture Marketing
PSY 111 Freshman Orientation

Semester II

ENG 123B* Technical Report Writing
RMG 113A Principles of Animal Husbandry
RMG 123D Farm Power Machinery
RMG 123F Principles of Feed Production
RMG 123G Farm and Ranch Appraising
HPE 111 Health Concepts

Summer Session I

RMG 116S Ranch Training On-The-Job

Second Year

Semester III

MTH 123E* Applied Mathematics II
Social/Behavioral Science Elective
RMG 213A Livestock Rations
RMG 214 Farm Shop
RMG 223 Animal Health

Semester IV

SPH 223A Business and Professional Speaking
RMG 223A Farm and Ranch Records
RMG 223B Principles of Beef Cattle Production
RMG 223D Principles of Livestock Reproduction
RMG 223E Farm Shop II

**Student placement in mathematics and English classes is based upon the results of tests and subjects completed.*

Fashion Merchandising and Retailing Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
FMR 113 Introduction to Retailing
FMR 113A* Professional Dev. Training I
or Approved Elective
FMR 113B Color, Line and Design
FMR 113C Fashion Textile
PSY 111 Freshman Orientation

Semester II

FMR 123 Fashion Marketing
FMR 123A* Professional Dev. Training II
or Approved Elective
FMR 123B Fashion Apparel:
Manufacturing and Design
MGT 223 Salesmanship
SPH 113A Fundamentals of Speech
HPE 111 Health Concepts

Second Year

Semester III

FMR 213 Visual Merchandising and Promotion
FMR 213A* Professional Dev. Training III
or Approved Elective
MTH 123E Applied Mathematics
MGT 113B Principles of Management
CS 113C Computer Literacy
Behavioral or **Social Science** Elective

Semester IV

FMR 223 Retail Buying
FMR 223A* Professional Dev. Training IV
or Approved Elective
FMR 223B Retail Mathematics
ENG 123B Technical Report Writing
JRN 123 Introduction to Advertising

**Fashion merchandising and retailing internship includes 20 hours of supervised work experience each week with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

Suggested Electives: MGT 113C, MGT 113S, MGT 223E, BUS 113A, ECO 213, ECO 223, FR 113, FR 123, FR 114, FR 124, SPH 213I, History, Government, SPH 213I, BUS 214, BUS 224, PSY 213, PSY 223, SOC 213, SPN 114, SPN 124.

(Fashion Merchandising and Retailing Certificate Option)

First Year

Semester I

FMR 113 Introduction to Retailing
FMR 113B Color, Line and Design
FMR 113C Fashion Textiles

Semester II

FMR 123 Fashion Marketing
FMR 123B Fashion Apparel:
Manufacturing and Design
MGT 223 Salesmanship

Second Year

Semester III

FMR 213 Visual Merchandising and Promotion
MGT 113B Principles of Management
CS 113C Computer Literacy

Semester IV

FMR 223 Retail Buying
FMR 223B Retail Mathematics
CS Computer Science Elective (3 hours)

Fire Protection Curriculum

First Year

Semester I

FPT 113 Fundamentals of Fire Protection
FPT 113A Industrial Fire Protection I
FPT 113H Fire Science Chemistry I
ENG 113 Composition and Rhetoric
MTH 123E* Applied Mathematics
PSY 111 Freshman Orientation

Semester II

FPT 123 Fire Protection Systems
FPT 123A Fire Prevention
FPT 123B Industrial Fire Protection II
FPT 123H Fire Science Chemistry II
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

Second Year

Semester III

FPT 213 Fire Administration I
FPT 213A Building Codes and Construction
FPT 213B Fire and Arson Investigation
ENG 123B Technical Report Writing
GOV 223 American State Government
Behavioral or Social Science Elective

Semester IV

FPT 223 Hazardous Materials I
FPT 223A Fire Administration II
FPT 223B Fire Fighting Tactics and Strategy
FPT 223D Arson Investigation II
CS 113C Computer Literacy or
CS 123T Microcomputers

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*

Fire Science Electives: FPT 113B, FPT 113C, FPT 113D, FPT 113E, FPT 113F, FPT 113G, FPT 223C and CJ 222.

Suggested Electives: History, Government, Sociology, Economics and Geology.

General Business Curriculum

First Year

Semester I

BUS 113B Introduction to Business
BUS 113A Elementary Accounting
ENG 113 Composition and Rhetoric
MGT 113B Principles of Management
OFT 113M Business Math/Calculators
PSY 111 Freshman Orientation

Semester II

BUS 123A Elementary Accounting
CS 113C Computer Literacy
MTH 123E Applied Mathematics
OFT 123C Business Communications
MGT 113C Human Relations
HPE 111 Health Concepts

Second Year

Semester III

BUS 213L Business Law
BUS 213C Computer Accounting
MGT 223 Salesmanship
MGT 123 Principles of Marketing
SPH 223A Business and Professional Speaking
Humanities/Social Science Elective*

Semester IV

BUS 224 Principles of Managerial Accounting
CS Computer Science Elective
ECO 223 Economic Problems
ENG 123B Technical Report Writing
MGT Management Elective

**Conversational Spanish (SPN 113) highly recommended.*

Graphic Arts/Photography Curriculum

(Photography Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP Elective
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

GAP 123 Advanced Photography
GAP 223 Portrait Photography
GAP Elective
ENG 123B Technical Report Writing
Academic Elective
HPE 111 Health Concepts

Second Year

Semester III

GAP 213 Commercial Photography I
GAP 213C Color Photography I
GAP Elective
SPH 223A Business and Professional Speaking
Academic Elective

Semester IV

GAP 223C Color Photography II
GAP 223D Commercial Photography II
GAP Elective
PSY 223 Applied Psychology
CS 113C Computer Literacy

Graphic Arts/Photography Electives; Any GAP course not required.

Academic Electives: ART 113D, ART 113E, CHM 114, HST 213, HST 223, GOV 213, GOV 223, PHY 113, SOC 213, ECO 213, ECO 223, ENG 223, ENG 223B, Mathematics, Lab Science.

(Photography Certificate Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP Elective

Semester II

GAP 123 Advanced Photography
GAP 223 Portrait Photography
GAP Elective

Second Year

Semester III

GAP 213 Commercial Photography I
GAP 213C Color Photography I
GAP Elective

Semester IV

GAP 223C Color Photography II
GAP 223D Commercial Photography II
GAP Elective
MGT 113C Human Relations

Graphic Arts/Photography Electives: Any GAP course not required.

Graphic Arts/Photography Curriculum

(Graphic Arts Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
GAP 113J Computer Typesetting
ENG 123B Technical Report Writing
Academic Elective
HPE 111 Health Concepts

Second Year

Semester III

GAP 213C Color Photography I
GAP 223A Graphic Reproduction
GAP Elective
SPH 223A Business and Professional Speaking
Academic Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
PSY 223 Applied Psychology
CS 113C Computer Literacy

Graphic Arts/Photography Electives: Any GAP course not required.

Academic Electives: ART 113D, ART 113E, CHM 114, HST 213, HST 223, GOV 213, GOV 223, PHY 113, SOC 213, ECO 213, ECO 223, ENG 223, ENG 223B, Mathematics, Lab Science.

(Graphic Arts Certificate Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
GAP 113J Computer Typesetting

Second Year

Semester III

GAP 213C Color Photography I
GAP 223A Graphic Reproduction
GAP Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

Graphic Arts/Photography Curriculum

(Commercial Art Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction
ART 113D Design I
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

GAP 113J Computer Typesetting
GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
ART 113E Drawing I
ENG 123B Technical Report Writing
HPE 111 Health Concepts

Second Year

Semester III

GAP 113D Airbrush Techniques
GAP 213 Commercial Photography I
GAP Elective
MTH 123E Applied Mathematics
SPH 223A Business and Professional Speaking

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
CS 113C Computer Literacy
PSY 223 Applied Psychology

Graphic Arts/Photography Electives: Any GAP course not required.

Academic Electives: HST 213, HST 223, GOV 213, GOV 223, PHY 113, SOC 213, ECO 213, ECO 223, ENG 223, ENG 223B, Mathematics, Lab Science.

(Commercial Art Certificate Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
ART 113D Design I

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
ART 123D Design II

Second Year

Semester III

GAP 113F Airbrush Techniques
GAP 213 Commercial Photography I
GAP Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

Legal Assistant Curriculum

First Year

Semester I

BUS 113A Elementary Accounting
or
BUS 214 Principles of Accounting
ENG 113 Composition and Rhetoric
GOV 213 American Government
LA 111E Legal Ethics
LA 113A Introduction to the Legal System
OFT 123W Word Processing
PSY 111 Freshman Orientation

Semester II

ENG 123B Technical Report Writing
or
ENG 123 Composition and Rhetoric
GOV 223 American State Government
HPE 111 Health Concepts
LA 123R Legal Research
LA 223C Corporate and Commercial Law
or
BUS 213L Business Law
Elective

Second Year

Semester III

CS 113C Computer Literacy
LA 123 Legal Writing
LA 213C Constitutional Law
LA 223 Litigation
PSY 213 Introduction to Psychology
Approved Elective in LA (3 hours)

Semester IV

LA 123A Legal Interview and Human Relations
LA 223A Law Office Management and Procedures
LA 223B Internship
or
Approved Elective in LA (3 hours)
MTH 123E Applied Mathematics or higher Math
SPH 223A Business and Professional Speaking

Suggested Electives: LA 123B, LA 123C, LA 123D, LA 213A, LA 213B, LA 213W, LA 223C, LA 223R, REM 123, LA 223D.

Long Term Care Administration Curriculum

First Year

Semester I

LTC 113* Introduction to Long Term Care Administration
LTC 123* Technology of Patient Care
LTC 123A* Long Term Care Administration Law
LTC 213A* Financial Management of Long Term Care Facility
LTC 122* Long Term Care Administration Standards
LTC 213 Long Term Care Internship Seminar I
LTC 213B* Long Term Care Internship I**

Semester II

LTC 113A Psychology of Patient Care
LTC 113G Group Activities
LTC 223 Long Term Care Internship Seminar II
LTC 223A* Long Term Care Internship II**
LTC 224A Nutrition and Quality Foods

**Upon satisfactory completion of the asterisked courses above, the student would have completed the requirements of the 200 Hour Nursing Home Administrator's Certification Program.*

***The LTC Internship is 20 hours per week in a supervised on-job-training in a nursing home facility.*

Management Curriculum

First Year

Semester I

BUS 113B Introduction to Business
ENG 113 Composition and Rhetoric
MGT 113A* Professional Development Seminar I
or Approved Elective
MGT 113B Principles of Management
MGT 113C Human Relations in Management
PSY 111 Freshman Orientation

Semester II

CS 113C Computer Literacy
ENG 123B Technical Report Writing
HPE 111 Health Concepts
MGT 123 Principles of Marketing
MGT 123A* Professional Development Seminar II
or Approved Elective
MTH 123E Applied Mathematics

Second Year

Semester III

BUS 113A Elementary Accounting
or
BUS 214 Principles of Financial Accounting
ECO 213 Principles of Economics
MGT 213 Advertising and Promotion
MGT 213A* Professional Development Seminar III
or Approved Elective
MGT 213B Personnel Management

Semester IV

SPH 223A Business and Professional Speaking
MGT 223 Salesmanship
MGT 223A* Professional Development Seminar IV
or Approved Elective
MGT 223B Introduction to Public Relations
Approved Elective

**A management internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

Approved Electives: MGT 113S, MGT 223E, SPH 213I, FMR 223, FMR 223B, BUS 213L, OFT 113M, OFT 123W, CS 113A, ENG 123, SPN 113, SPN 114, SPN 124, ECO 223, BUS 214, BUS 224, HST 213, HST 223, GOV 213, GOV 223, PSY 213, SOC 213.

(Management Certificate Option)

First Year

Semester I

MGT 113B Principles of Management
MGT 113C Human Relations
ENG 113 Composition and Rhetoric

Semester II

MGT 123 Principles of Marketing
CS 113C Computer Literacy

Second Year

Semester III

MGT 213 Advertising and Promotion
MGT 213B Personnel Management
SPH 223A Business and Professional Speaking

Semester IV

MGT 223 Salesmanship
MGT 223B Public Relations
Computer Science Elective (3 hours)

Medical Laboratory Technician Curriculum

First Year

Semester I

ENG 113* Composition and Rhetoric
BIO 114D Anatomy and Physiology
MED 113 Basic for Allied Health Service
BIO 114A Microbiology
PSY 111 Freshman Orientation
HPE 111 Health Concepts

Semester II

CHM 114 General Chemistry
MTH 113* Algebra
MED 123 Clinical Microbiology
BIO 124D Anatomy and Physiology
MED 123A Special Clinical Microbiology

Summer Session II

MED 123S Clinical Practice I
Psychology/Sociology Elective

Second Year

Semester III

CHM 124 General Chemistry
MED 213A Medical Laboratory Techniques I
MED 213C Clinical Chemistry
MED 223A Medical Laboratory Techniques II
ENG 123 Composition and Rhetoric
or
ENG 123B Technical Report Writing

Semester IV

MED 226 Clinical Practice II
MED 226A Clinical Practice III

Summer Session I

MED 216S Clinical Practice IV

**Student placement in English and mathematics classes is based upon results of tests and subjects completed before admission.*

Medical Office Management Curriculum

(Certificate of Proficiency)

Semester I

MOM 113 Medical Terminology
MOM 113A Medical Office Procedures I
BUS 113A Elementary Accounting
MGT 113C Human Relations
OFT 113R Business English
CS 113C Computer Literacy

Semester II

MOM 123A Medical Office Procedures II
MOM 123 Medical Terminology and Transcription
OFT 123W Word Processing I
or
OFT 213W Word Processing II
OFT 223F Administrative Office Management
OFT 113M Business Math/Calculators
OFT 123C Business Communications

Mineral Land Management Curriculum

Semester I

- REM 113** Real Estate Principles
- REM 113B** Introduction to Land Records
- OFT 113T** Beginning Typing
or Approved Elective
- REM 213L** Oil and Gas Law
- ENG 113** Composition and Rhetoric

Semester II

- REM 213** Methods in Land Title Investigation
- REM 123** Real Estate Law
- DFT 123R** Drafting for Real Estate
- SPH 223A** Business and Professional Speaking
- ENG 123B** Technical Report Writing
or Approved Elective

Approved Electives: BUS 113A, REM 113D, DFT 223C, MGT 113C, REM 123B, GOV 213, GOV 223, PT 113, GEO 114.

(One Year Certificate)

Semester I

- REM 113** Principles of Real Estate
- REM 113B** Introduction to Land Records
- REM 123** Real Estate Law
- REM 223L** Land Records Management
- REM** Approved Elective

Semester II

- REM 213L** Oil and Gas Law
- REM 213E** Land Title Problems
- REM 223E** Contracts and
Negotiable Instruments
- REM 223G** Railroad Commission Filings
- REM** Approved Elective or Approved **CS** Elective

Approved Electives: All Real Estate Courses, CS 113C, CS 113V, CS 123T.

Mineral Lease Records Curriculum

First Year

Semester I

- ENG 113** Composition and Rhetoric
- GEO 114** General Geology
- CS 113C** Computer Literacy
- REM 113** Real Estate Principles
- REM 113B** Introduction to Land Records
- PSY 111** Freshman Orientation

Semester II

- REM 123** Real Estate Law
- BUS 214** Principles of Accounting
- MTH 123E** Applied Mathematics
- ECO 213** Principles of Economics
- REM 213** Methods in Title Investigation
- HPE 111** Health Concepts

Second Year

Semester III

- ENG 123B** Technical Report Writing
- REM 213E** Land Title Problems
- DFT 223B** Map Drafting
- REM 213L** Oil and Gas Law
- SPH 223A** Business and Professional Speaking

Semester IV

- GOV 223** American State Government
- REM 223E** Contracts and Negotiable
Instruments
- MGT 113C** Human Relations
or
- REM 213C** Real Estate Internship
- REM 223G** Railroad Commission Filings
- REM 223L** Land Records Management

Nursing, Associate Degree (ADN) Curriculum

First Year

Summer Session II

ENG 113 Composition and Rhetoric
PSY 213 Introduction to Psychology

Semester I

NSG 112A* Special Topics
NSG 117A* Nursing I
BIO 114D*+ Anatomy and Physiology
(prior to Summer I 1983, BIO 113B)
PSY 111 Freshman Orientation
HPE 111** Health Concepts

Semester II

NSG 129 Nursing II
BIO 124D*+ Anatomy and Physiology
(prior to Fall 1983, BIO 123B)
SOC 213 Introduction to Sociology

Summer Session I

ENG 123 Composition and Rhetoric
PSY 223A Child Growth and Development

Second Year

Semester III

NSG 225 Nursing III (8 weeks)
NSG 225A Nursing IV (8 weeks)
BIO 114A*+ Microbiology

Semester IV

NSG 235 Nursing V (8 weeks)
NSG 235A Nursing VI (8 weeks)
Free Elective (3 semester hours)

Non-nursing courses may be taken prior to acceptance to the ADN program. Beginning with first year admissions, fall 1989, all science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

**Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.*

+Will be completed at TJC when taken after enrollment in the ADN program. Exceptions must be approved by the program director and the dean of science and mathematics.

***HPE 111 Health Concepts must be completed before graduation according to college policy.*

ADN-LVN Transition Curriculum

First Year

Prerequisites to Second Year

ENG 113 Composition and Rhetoric
ENG 123 Composition and Rhetoric
PSY 213 Introduction to Psychology
PSY 223A Child Growth and Development
SOC 213 Introduction to Sociology
HPE 111* Health Concepts

Prerequisites to NSG 115

BIO 114D Anatomy and Physiology
BIO 124D Anatomy and Physiology

Semester I, II or Summer Session

NSG 115 LVN Transition

Second Year

See Semesters III and IV of traditional curriculum.

***HPE 111 Health Concepts must be completed before graduation according to college policy.*

Beginning with first year admission, fall 1989, all science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

Nursing, Vocational (VNE) Curriculum

Semester I (16 weeks)

VNE 113 Health Maintenance
VNE 114 Science for VNE
VNE 114A Med/Surg Nursing I
VNE 116 Essentials of Nursing

Semester II (18 weeks)

VNE 123 Nursing Care of Children
VNE 123A Maternity Nursing
VNE 128 Med/Surg Nursing II

Summer Session (14 weeks)

VNE 137 Long Term Care Nursing
VNE 137A Community Health Nursing

Office Technology Curriculum

(General Office Option)

First Year

Semester I

BUS 113A Elementary Accounting
OFT 113M Business Math/Calculators
OFT 113F Office Procedures
OFT 113R Business English
OFT 123T Intermediate Typing
PSY 111 Freshman Orientation

Semester II

HPE 111 Health Concepts
BUS 123A Elementary Accounting
OFT 122 Machine Transcription
OFT 123C Business Communications
OFT 123W Word Processing I
OFT 213F Advanced Secretarial Procedures
MGT 113C Human Relations

Second Year

Semester III

BUS 213L Business Law
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
OFT 213T Advanced Typing
OFT 213W Word Processing II
Behavioral or Social Science Elective

Semester IV

ECO 213 Principles of Economics
ENG 123B Technical Report Writing
OFT 223A Internship or Approved Elective*
OFT 223F Administrative Office Management
SPH 113A Introduction to Speech Communication

Approved Electives: OFT 213A, OFT 223D, OFT 213Y, OFT 223Y.

(General Office Option Certificate)

Semester I

BUS 113A Elementary Accounting
OFT 113M Business Math/Calculators
OFT 113F Office Procedures
OFT 113R Business English
OFT 123T Intermediate Typing

Semester II

BUS 123A Elementary Accounting
OFT 123 Machine Transcription
OFT 123C Business Communications
OFT 123W Word Processing I
OFT 213F Advanced Secretarial Procedures
MGT 113C Human Relations



Faculty and staff are always ready to assist students in the Computer Learning Center in Vaughn Library. Peer tutors and tutoring labs are available for students in most subject areas at TJC.

Office Technology Curriculum

(Secretarial Option)

First Year

Semester I

OFT 113M Business Math/Calculators
OFT 113F Office Procedures
OFT 113R Business English
OFT 123T Intermediate Typing
OFT 113S Elementary Shorthand
PSY 111 Freshman Orientation

Semester II

OFT 122 Machine Transcription
OFT 123C Business Communications
OFT 123W Word Processing I
OFT 123S Intermediate Shorthand
OFT 213F Advanced Secretarial Procedures
HPE 111 Health Concepts

Second Year

Semester III

BUS 113A Elementary Accounting
ENG 113 Composition and Rhetoric
ECO 213 Principles of Economics
OFT 213T Advanced Typing
OFT 213W Word Processing II
Behavioral or Social Science Elective

Semester IV

OFT 223A Internship or Approved Elective*
BUS 123A Elementary Accounting
OFT 223F Administrative Office Management
SPH 113A Introduction to Speech Communications
ENG 123B Technical Report Writing
MTH 123E Applied Mathematics

*Approved Electives: BUS 213L, OFT 213A, OFT 223D, OFT 213Y, OFT 223Y.

(Secretarial Option Certificate)

Semester I

OFT 113M Business Math/Calculators
OFT 113F Office Procedures
OFT 113R Business English
OFT 123T Intermediate Typing
OFT 113S Elementary Shorthand

Semester II

OFT 122 Machine Transcription
OFT 123C Business Communications
OFT 123W Word Processing I
OFT 123S Intermediate Shorthand
OFT 213F Advanced Secretarial Procedures

Optician Technician Curriculum

First Year

Semester I

OD 114 Ophthalmic Materials and Lab I
OD 116 Ophthalmic Dispensing I
OD 113A Anatomy and Physiology of the Eye
OD 113C Optics I
OD 112 Office Procedures, Ethics and Insurance

Semester II

OD 123C Contact Lenses
OD 123D Seminar
OD 124 Ophthalmic Dispensing II
OD 123E Optics II
OD 123F Ophthalmic Materials and Lab II

Summer Session (6 weeks)

OD 115 Applied Laboratory

Ornamental Horticulture Curriculum**

First Year

Semester I

ENG 113 Composition and Rhetoric
HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213 Greenhouse Horticulture
MTH 123E Applied Mathematics II
PSY 111 Freshman Orientation

Semester II

BUS 113A Elementary Accounting
AGR 123B Horticulture
HRT 123B Floral Design I
HRT 123C Landscape Maintenance
MTH 113C Computers and Information Processing
HPE 111 Health Concepts

Second Year

Semester III

MGT 113S Small Business Operations
HRT 213A Nursery Operation
HRT 213C Floral Design II
HRT 213E Greenhouse Crop Production
Social/Behavioral Science Elective
Speech Elective

Semester IV

BIO 124B Botany
HRT 214 Fundamentals of Design and Landscaping
HRT 223 Ornamental Crop Production
HRT 223D Landscape Development
HRT 223P Horticulture Pest Control and Chemicals

(Landscaping Certificate Option)

Semester I

HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213A Nursery Operation
HRT 214 Fundamentals of Design

Semester II

HRT 123C Landscape Maintenance
HRT 223 Ornamental Crop Production
HRT 223D Landscape Development
HRT 223P Horticulture Pest Control & Chemicals
Approved Elective*

Summer Session I

HRT 113S Seminar/Cooperative Training

(Greenhouse Option)

Semester I

HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213 Greenhouse Horticulture
HRT 213A Nursery Operation
Elective

Semester II

HRT 213E Greenhouse Crop Production
HRT 223 Ornamental Crop Production
HRT 223P Horticulture Pest Controls & Chemicals
Approved Elective*

Summer Session I

HRT 113S Seminar/Cooperative Training

*Approved Electives: AGR 123B, BIO 124B, CS 113C, HRT 123C, HRT 223D, MGT 113S, MGT 223.

**Pending approval from the Coordinating Board.

Postal Management Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
MGT 113B Principles of Management
PMT 113 Introduction to Postal Service
PMT 113A Mail Processing
PSY 111 Freshman Orientation

Semester II

ENG 123B Technical Report Writing
SPH 223A Business and Professional Speaking
MGT 223B Public Relations
PMT 123A Postal Customer Service
PMT 123 Postal Rules and Regulations
HPE 111 Health Concepts

Second Year

Semester III

GOV 213 American Government
CS 113C Computer Literacy
MGT 113C Human Relations
PMT 213 Postal Accounting and Finance Procedures
PMT 213S Seminar I—Training and Employee Development
or Approved Elective

Semester IV

GOV 223 American State Government
Approved Elective
PMT 223S Seminar II—Postal Problems and Analysis or Approved Elective
PMT 223 Postal Management and Supervision
PMT 223A Employee and Labor Relations

Approved Electives: SOC 213, BUS 213L, MGT 223, OFT 113M, Accounting, Typewriting, MGT 223E, HST 213, HST 223, ECO 213, ECO 223, ENG 123.

**A postal internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

(Certificate Option)

First Year

Semester I

PMT 113 Introduction to the Postal Service
PMT 113A Mail Processing
MGT 113B Principles of Management

Semester II

PMT 123 Postal Rules and Regulations
MGT 113C Human Relations

Second Year

Semester III

PMT 213 Postal Accounting and Finance Procedures
CS Computer Literacy

Semester IV

PMT 223 Postal Management and Supervision
PMT 223A Employee and Labor Relations
Elective (3 hours)

Radiologic Technology Curriculum**

First Year

Semester I (16 weeks)

PSY 111 Freshman Orientation
ENG 113* Composition and Rhetoric
PHY 113 Physics Problems
XRT 111 Methods of Patient Care
XRT 113 Radiologic Technology I
XRT 113C Clinical Education I
XRT 113B Human Structure and Function I

Semester II (XRT courses: 18 wks.)

PHY 123 Physics Problems
XRT 123A Radiologic Technology II
XRT 123C Clinical Education II
XRT 123B Human Structure and Function II
HPE 111 Health Concepts of Physical Fitness

Summer Session (13 weeks)

XRT 116S Clinical Education III
XRT 222A Pathology

Second Year

Semester III (16 weeks)

XRT 211 Clinical Education IV
XRT 213C Radiologic Technology III
XRT 213A Radiobiology and Protection
XRT 213B Imaging
CS 123T Microcomputers

Semester IV (XRT courses: 18 wks.)

ENG 123B*** Technical Report Writing
XRT 221 Clinical Education V
XRT 221A Department Administration
XRT 222 Quality Assurance
XRT 223A Radiologic Technology IV
MTH 113C Computers and Information Processing

Summer Session (13 weeks)

XRT 216S Clinical Education VI
XRT 212S Seminar

**Student placement in English is based upon the results of tests and subjects completed before admission.*

***Pending approval from the Coordinating Board.*

****May substitute ENG 123.*

Real Estate Management Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
CS 113C Computer Literacy
REM 113* Principles of Real Estate
REM 113D* Real Estate Math
REM 113E* Real Estate Marketing
PSY 111 Freshman Orientation

Semester II

DFT 123R Drafting for Real Estate
REM 123* Real Estate Law
REM 123A* Real Estate Finance
REM 123L* Real Estate Law Contracts
ENG 123B Technical Report Writing
HPE 111 Health Concepts

Second Year

Semester III

REM 123B* Real Estate Appraisal I
REM 113B Introduction to Land Records
or Approved REM Elective
REM 213C Real Estate Internship
or Approved Elective
REM 213L Oil and Gas Law
SPH 223A Business and Professional Speaking
MTH 123E Applied Mathematics

Semester IV

ECO 213 Principles of Economics
REM 223C Real Estate Internship
or Approved Elective
REM 223B Real Estate Brokerage
or Approved Elective
REM 223 Property Management
BUS 214 Principles of Financial Accounting
or
BUS 113A Elementary Accounting

Approved Electives: REM 223A, REM 213B, REM 223D, REM 223F, REM 213D.

**Denotes core Real Estate courses as designed by the Texas Real Estate Commission.*

Real Estate Management Curriculum

(Real Estate Certificate)

Semester I

- REM 113** Principles of Real Estate
- REM 113D** Real Estate Math
- REM 113E** Real Estate Marketing
- REM 113B** Introduction to Land Records
- REM** Approved Elective

Semester II

- REM 123** Real Estate Law
- REM 123A** Real Estate Finance
- REM 123B** Real Estate Appraisal I
- REM 123L** Real Estate Law-Contracts
- REM** Approved Elective or
Approved **CS** Elective

Approved Electives: All REM courses, CS 113C, CS 113V, CS 123T.

Recreation: Tennis Teaching Curriculum

First Year

Semester I

- ENG 113** Composition and Rhetoric
- BUS 113A*** Elementary Accounting
- REC 113** Individual Tennis Instruction
- REC 113S** Tennis Seminar
- REC 112L**** Tennis Teaching Lab I
- PSY 111** Freshman Orientation

Semester II

- ENG 123** Composition and Rhetoric
- BUS 123A*** Elementary Accounting
- REC 122L**** Tennis Teaching Lab II
- REC 123A** Scientific Approach to Tennis Teaching
- REC 123G** Group Dynamics Tennis Instruction
- REC 123S** Tennis Seminar II
- HPE 111** Health Concepts

Summer Session

- REC 114S** Summer Tennis Experience (Lab)
- or
- REC 112S** Summer Tennis Experience

Second Year

Semester III

- BUS 113B** Introduction to Business
- SPH 113A** Speech
- REC 213C** Tennis Camp and Club Management
- REC 212L**** Tennis Teaching Lab II
- REC 213S** Tennis Seminar III
- Social/Behavioral Science** Elective

Semester IV

- BUS 213L** Business Law
- CS 113C** Computer Literacy
- REC 223E** Contemporary Concepts in
Tennis Instruction
- REC 222L**** Tennis Teaching Lab IV
- REC 223S** Tennis Seminar IV
- MTH 123E** Applied Mathematics

**BUS 214 may be substituted for BUS 113A and BUS 123A.*

***Must be taken concurrently with a Tennis Seminar.*

A math of higher level may be substituted in place of MTH 123E.

Respiratory Therapy Technology Curriculum** (Cardiopulmonary Technology) (Certification Option)

Semester I

RT 112 Cardiopulmonary Anatomy and Physiology I
RT 113 Basic Skills
RT 114 Clinical Orientation
RT 114A Technology I
CS 123T Microcomputers
PSY 111 Freshman Orientation

Semester II

RT 121 Pediatric Care
RT 122 Pharmacology
RT 123 Clinical Laboratory
RT 123A Pathology
RT 124 Technology II
BIO 114D Anatomy and Physiology

Summer Session I

RT 115S Clinical Experience I

Summer Session II

RT 125S Clinical Experience II

*Student placement in mathematics is based upon the results of tests and subjects completed before admission.

(Registry Option)

First Year

Semester I

RT 112 Cardiopulmonary Anatomy and Physiology I
RT 113 Basic Skills
RT 114 Clinical Orientation
RT 114A Technology I
CS 123T Microcomputers
PSY 111 Freshman Orientation

Semester II

RT 121 Pediatric Care
RT 122 Pharmacology
RT 123 Clinical Laboratory
RT 123A Pathology
RT 124 Technology II
BIO 114D Anatomy and Physiology

Summer Session I

RT 112S Equipment Instrumentation
ENG 113* Composition and Rhetoric

Second Year

Semester III

RT 213 Clinical Practice I
RT 213A Advanced Cardiopulmonary Topics
RT 214 Tech III
BIO 114A Microbiology
Social/Behavioral Science Elective

Semester IV

RT 223 Clinical Practice II
RT 223A Applied Cardiopulmonary Pathology
RT 223B Management and Education
BIO 124D Anatomy and Physiology
CHM 113D Elementary Chemistry
HPE 111 Health Concepts of Physical Fitness

Summer Session I

RT 213S Clinical Practice III
RT 213B Seminar and Care Planning

Summer Session II

RT 226S Clinical Practice IV

*Student placement in English is based upon the results of tests and subjects completed before admission.

**Pending approval from the Coordinating Board.

CRTT-RRT Transition Curriculum

Prerequisites to Second Year:

Must be a graduate of a traditional College-Based AMA and JRCRTE Accredited Certification Program.

BIO 114D Anatomy and Physiology

CS 123T Microcomputers

Second Year

Semester III

RT 213 Clinical Practice I

RT 213A Advanced Cardiopulmonary Topics

RT 214 Technology III

BIO 114A Microbiology

Social/Behavioral Science Elective

Semester IV

RT 223 Clinical Practice II

RT 223A Applied Cardiopulmonary Pathology

RT 223B Management and Education

BIO 124D Anatomy and Physiology

CHM 113D Elementary Chemistry

HPE 111 Health Concepts of Physical Fitness

Summer Session I

ENG 113 Composition and Rhetoric

RT 213B Seminar and Care Planning

Surveying Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric

MTH 123E Applied Mathematics

PSY 111 Freshman Orientation

SUR 113 Introduction to Surveying

SUR 113A Surveying Measurements Practice

SUR 113B Surveying Calculations I

Semester II

ENG 123B Technical Report Writing

HPE 111 Health Concepts

CS 113C Computer Literacy

SUR 123 Land Surveying

SUR 123A Land Surveying Practice

SUR 123B Surveying Calculations II

Second Year

Semester III

DFT 213G Computer-Aided Drafting

MTH 113T Applied Trigonometry

Behavioral or **Social Science** Elective

SUR 213 Topographic Surveying and Mapping

SUR 213A Field Mapping Practice

SUR 223B Legal Principles I

Semester IV

DFT 223B Map Drafting

Approved Elective

SPH 223A Business and Professional Speaking

SUR 223 Route Surveying

SUR 223A Route Surveying Practice

SUR 223D Legal Principles II

Approved Electives: SUR 113C, SUR 123C, SUR 213C, SUR 223C, DFT 113A, DFT 223G, REM 113, REM 113B, REM 213, MGT 113C, MGT 113B, Government, History, Economics, Geology, Psychology and Sociology.

(Certificate of Proficiency)

Semester I

SUR 113 Introduction to Surveying

SUR 113A Surveying Measurements Practice

SUR 113B Surveying Calculations I

SUR 213 Topographic Surveying and Mapping

SUR 213A Field Mapping Practice

SUR 223B Legal Principles I

Semester II

SUR 123 Land Surveying

SUR 123A Land Surveying Practice

SUR 123B Surveying Calculations II

SUR 223 Route Surveying

SUR 223A Route Surveying Practice

SUR 223D Legal Principles II

Welding Technology Curriculum

First Year

Semester I

WLD 113B Introduction to Oxy-Acetylene Welding
WLD 113C Introduction to Arc Welding
DFT 113A Mechanical Drawing I
MTH 123E Applied Mathematics
or Higher Mathematics
Approved Elective**
PSY 111 Freshman Orientation

Semester II

WLD 123B Advanced Oxy-Acetylene Welding
WLD 123C Advanced Arc Welding
DFT 123B Mechanical Drafting II
Social or Behavioral Science Elective
Approved Elective**
HPE 111 Health Concepts

Second Year

Semester III

WLD 213A Introduction to Pipe Welding
WLD 213B Introduction to M.I.G. and T.I.G. Welding
ENG 113 Composition and Rhetoric
MGT 213B Personnel Management
CS 113C Computer Literacy

Semester IV

WLD 223A Advanced Pipe Welding
WLD 223B Advanced M.I.T. and T.I.G. Welding
ENG 123B Technical Report Writing
SPH 223A Business and Professional Speaking
Approved Elective**

***Approved Electives: Government, History, MTH 113T, MTH 113, BUS 113B, DFT 213P, DFT 223P, DFT 223S, RMG 223E, Lab Science, AC 213W, Psychology, Sociology, Economics and Geology.*

(Certificate of Proficiency)

Semester I

WLD 113B Introduction to Oxy-Acetylene Welding
WLD 113C Introduction to Arc Welding
WLD 213B Introduction to M.I.G. and T.I.G. Welding
MTH 123E Applied Mathematics or
Higher Mathematics
DFT 113A Mechanical Drawing I
WLD 213A Introduction to Pipe Welding

Semester II

WLD 123B Advanced Oxy-Acetylene Welding
WLD 123C Advanced Arc Welding
WLD 223B Advanced M.I.G. and T.I.G. Welding
DFT 123B Mechanical Drafting II
WLD 223A Advanced Pipe Welding

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and has at least 16 hours additional credit above the requirement for the degree.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College awards the Associate in Arts Degree and the Associate in Applied Science Degree to students who complete both the general and specific requirements as set forth for the particular program desired and who make proper application to the registrar for the degree.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

Dates of Graduation

Degrees will be dated the semester for which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring semester.

Continuing Education/ Community Services

In accordance with its stated objectives, Tyler Junior College offers a large variety of non-credit educational courses specifically designed for adult citizens who desire to improve their technical, professional, cultural or social learning beyond their present level of education. Most classes are designed to provide opportunities for individuals to continue in the academic or technical areas, but students may enroll in classes for creative activity, cultural endeavor or recreational activity.

Basically, the continuing education programs offer:

1. Adult Vocational Education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Community service for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own

Students wishing to participate in this ceremony must apply for their degree in the spring semester.

Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for a degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be August 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1.

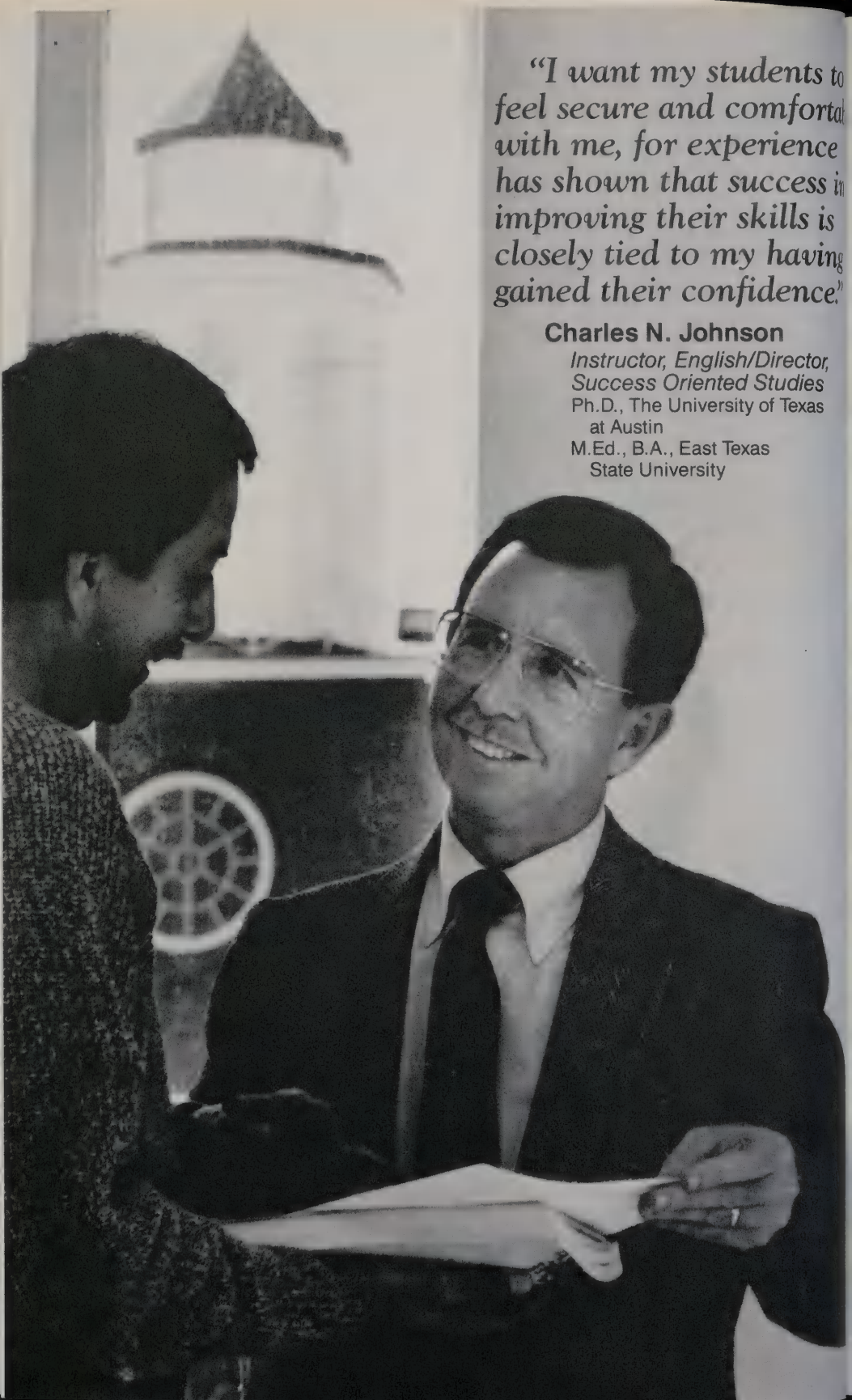
training and development programs.

Training programs are tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or in the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested adults without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to adults who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the award of CEU be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the continuing education office at **214-597-1536 or 214-531-2595.**



"I want my students to feel secure and comfortable with me, for experience has shown that success in improving their skills is closely tied to my having gained their confidence."

Charles N. Johnson

*Instructor, English/Director,
Success Oriented Studies*

*Ph.D., The University of Texas
at Austin*

*M.Ed., B.A., East Texas
State University*

What You Can Expect

Course Descriptions

Agriculture

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AGR 114 (Formerly AGR 113) **General Animal Husbandry (3-3)**

Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging.

AGR 113B Dairying (2-2)

The Dairy industry, dairy products, basic principles and practices of modern dairy farm management, breeding, feeding and milk harvesting with lab stressing breeds, judging, sire selection and equipment.

AGR 113E Introduction to **Agricultural Economics (3-0)**

Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGR 114A General Entomology (3-2)

Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGR 124 (Formerly AGR 123) **Fundamentals of Crop Production (3-2)**

Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGR 123B Horticulture (2-3)

Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGR 123D Wildlife Management (3-0)

Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

AGR 213 Livestock Evaluation (3-3)

Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGR 223A Farm Shop (1-4)

Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the Associate in Applied Science Degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

AC 113 Introduction to Air Conditioning and Refrigeration (3-3)

An introductory course designed to acquaint the student with practical heating and cooling problems, terminology and the study of psychrometric principles.

AC 113A Fundamentals of Refrigeration (3-3)

An introduction to terminology, laws of refrigeration, processes and procedures associated with refrigeration applications.

Prerequisite: Taken concurrently with AC 113 or consent of the instructor.

AC 113D Fundamentals of Electricity (2-2)

Air conditioning circuits, electron theory, AC theory, single phase and three phase power distribution, capacitance, electric motors and motor controls.

AC 113S Solar Systems Design and Installation (2-4)

Design, installation and maintenance of solar systems.

AC 113W Air Conditioning Welding Procedures (3-3)

Designed to provide entry level skills including basic shielded metal arc welding and welding of dissimilar metals.

AC 123A Commercial Refrigeration (3-3)

Refrigeration machines, their component parts and accessories, installation, maintenance and servicing procedures.

Prerequisites: AC 113A, 113D, 123B, or consent of the instructor.

AC 123B Blueprint Reading (3-0)

A study of blueprints used in the construction industry and the use of blueprints to determine location and installation of heating and air conditioning equipment.

AC 123D Automatic Controls I (2-2)

Automatic controls, control systems, component parts and related equipment.

Prerequisite: AC 113D or consent of the instructor.

AC 213A Heating (2-4)

The principles of heating with gas, electric, hot water or steam systems including an introduction to the installation and service of heating equipment.

Prerequisite: AC 113D, 123B, or consent of the instructor.

AC 213C Automatic Controls II (2-2)

An advanced study of automatic controls, modular controls, activator controls, sequencer and step controls and advanced wiring diagrams and schematics.

Prerequisite: AC 123A, 123D or consent of the instructor.

AC 213D Air Conditioning Systems Design (3-3)

All elements of air conditioning applications and design into a complete and applicable system.

Prerequisite: AC 123A or consent of the instructor.

AC 213I Internship (1-20)

A course designed to enable the student to get real-world work experience with air conditioning and refrigeration contractors while seeking a college degree.

Prerequisites: AC 113, 113A, 113D.

AC 223B Installation and Maintenance of Air Conditioning Systems (2-4)

A study of installation and maintenance procedures and problems of air conditioning systems with consideration of site selection and placement of related equipment components.

Prerequisite: AC 113A, 123B, 213D or consent of the instructor.

AC 223H Heat Pumps (3-3)

The student will learn the components, sequence and modes of operation and will get "hands-on" experience installing, servicing, charging, and troubleshooting heat pumps.

Prerequisite: AC 213A, 213C.

AC 223M Automotive Air Conditioning (3-3)

Students will learn the components and the sequence of operation, and will get laboratory experience servicing, repairing, and troubleshooting automotive air conditioning systems.

Prerequisites: AC 113, 113A, 113D.

AC 223P Major Home Appliances (3-3)

A course designed to enable students to identify the components, to understand the sequence of operation, and to service and repair clothes washers and dryers, dishwashers, microwave ovens, conventional ovens, freezers, refrigerators, and ice makers.

Prerequisites: AC 113, 113A, 113D.

AC 223T System Troubleshooting (3-3)

An advanced course in which the student will apply troubleshooting principles and use test instruments to diagnose air conditioning and refrigeration component and system problems and to conduct performance tests.

Prerequisites: AC 123A, 213C.

Art

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelors degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ART 113A Art Appreciation (3-0)

A Humanities course open to all featuring principles of design from the layman's point of view, a general introduction to selected works of visual art in drawing, painting and sculpture for a deeper appreciation of the creative process.

ART 113D Design I (3-3)

The art elements and principles with emphasis upon two-dimensional designs using a wide range of media and techniques.

ART 113E Drawing I (3-3)

Still lifes, landscapes and architectural subjects with emphasis upon drawing skills including line, value, proportion and perspective through the use of a wide variety of drawing media and techniques.

ART 114B Art for Pre-and Elementary School (3-3)

Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects; including art appreciation, critique, and curriculum formation.

ART 123D Design II (3-3)

Three dimensional design concepts.

ART 123E Drawing II (3-3)

The head and human figure using various media and techniques including basic skeletal and muscular structure of the human figure as related to drawing.

ART 213 History of Art I (3-0)

Painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide illustrated lectures and text study.

ART 213C Ceramics I (3-3)

Basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ART 213L Weaving I (3-3)

Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ART 213O Painting I (3-3)

An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ART 223 History of Art II (3-0)

Painting, sculpture, architecture, and crafts from early Renaissance time to the present through critical and analytical slide illustrated lectures and text study.

ART 223C Ceramics II (3-3)

Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ART 223L Weaving II (3-3)

A continuation of ART 213L.

ART 223O Painting II (3-3)

A continuation of ART 213O with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ART 223W Water Color Painting (3-3)

An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

*“The teachers are
always so concerned and
willing to help—that
comes in handy.”*

Janine Reeves, *sophomore
psychology major*

Astronomy

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AST 114 Introduction to Astronomy I (3-3)

An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

AST 124 Introduction to Astronomy II (3-3)

An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Banking 5626

Students successfully completing this program receive the Associate in Applied Science Degree in bank management.

The banking curriculum is designed to provide a student the opportunity to complete various American Institute of Banking diplomas while pursuing the Associate Degree. The banking community assists the educational opportunity by recommending qualified teachers and selecting appropriate textbooks for all A.I.B. courses.

BM 111W Written Communication for Bankers (1-0)

The logical organization and writing of letters and reports utilizing a "thought pattern development" approach.

BM 112S Oral Communications for Bankers (2-0)

A focus on personal communications trouble spots using cross-evaluation and peer reaction.

BM 113 Principles of Banking (3-0)

The fundamentals of bank functions in a descriptive fashion.

BM 113A Bank Accounting (3-0)

Bank accounting principles as applied to typical bank financial statements and the analysis and interpretation and use of financial data in a variety of applications.

BM 113B Savings and Time Deposit Banking (3-0)

The historical development of savings institutions and an awareness of the basic economic function of the saving process.

BM 113C Deposit Operations (3-0)

Bank operations relative to deposit-taking activities and management of deposited funds.

BM 113S Commercial Lending (3-0)

Loan policy, credit investigation, credit techniques and other analysis studies directed toward the executive level.

BM 123A Financial Planning for Bankers (3-0)

The fundamental concepts of planning designed to train bankers to be professional financial planners and to provide them with a general appreciation of the topic and its application to the current banking environment.

BM 123B Law and Banking Applications (3-0)

An introduction to laws pertaining to secure transactions, letters of credit and the bank collection process.

BM 123C Commercial Bank Management (3-0)

A complete introduction to the handling of day-to-day bank activities including the formulation of objectives and policies, management of assets and liabilities and administration of deposits and loans.

BM 123S Money and Banking (3-0)

Basic monetary theory, economic stabilization, types of spending, gold, limitations of bank control and government policy.

BM 213B Trust Business (3-0)

Services rendered by institutions engaged in the trust business and the distinction between business and legal aspects of trust functions.

BM 213D Trust Management (3-0)

Specific topics concerning the trust department.

BM 213E Commercial Banking (3-0)

Topics and issues which bankers must be prepared to address and discuss in the quest for solutions and responses.

BM 223 Consumer Lending (3-0)

Establishing credit, obtaining and checking credit information, servicing the loan and collecting the amounts due.

BM 223A Analyzing Financial Statements (3-0)

A review of basic accounting and a study of financial statements and financial statement analysis.

BM 223C Professional Development Training (1-20)

Requires on-the-job training and provides for the development of the student's banking and management skills in handling job situations. Provides for professional growth.

BM 223D Consumer Credit Analysis (3-0)

Designed for individuals who understand the basics of consumer lending and its function within a bank but need specific training on the aspects of making a consumer loan.

BM 223E Law and Banking Principles (3-0)

Banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code.

BM 223G Marketing for Bankers (3-0)

The basics of public relations, both internal and external.

BM 223H Bank Investments and Funds Management (3-0)

Principles from which a student can derive an adequate philosophy of funds management and the differences between practices in large banks and smaller banks.

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the nondenominational Bible chair (Community Bible Chair).

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.

2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.

3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.

4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIB 111 Selected Studies in the Old Testament (1-0)

A study involving either an Old Testament book or theme.

BIB 111A Selected Studies in the New Testament (1-0)

A study involving either a New Testament book or theme.

BIB 111B Selected Studies in Church History (1-0)

A general synopsis of church history, a particular era of church history or a history of the Bible.

BIB 111C An Introduction to Christianity (3-0)

A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIB 113 Survey of the Old Testament (3-0)

The history, literature and teachings of the Old Testament.

BIB 113G, 123G, 213G, 223G Bible Topics (3-0)

Different topics each semester. May repeat for credit as topic changes.

"It's a great place to go to school. I'm really glad that I spent my first two years of college here at TJC."

Gina Evans, *sophomore
history major*

BIB 123 Survey of the New Testament (3-0)

The history, literature and teachings of the New Testament.

BIB 213 Life and Teachings of Jesus (3-0)

The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIB 223 Life and Letters of Paul (3-0)

The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIB 223A World Religions (3-0)

An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

BIO 114A Microbiology (3-3)

Characteristics and activities of microorganisms and their relation to health and disease.

BIO 114C Introductory Biology I (3-3)

Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates. For the non-science major.

BIO 114D Anatomy and Physiology (3-3)

Anatomy and physiology of the human body oriented toward the allied health sciences.

BIO 114M Biology I (3-3)

Concepts of biology relating to the cell, energy transformations, evolution, ecology tissues and organ systems common to plants and invertebrate animals. For the science major.

BIO 124B General Botany (3-3)

Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIO 124C Introductory Biology II (3-3)

Emphasizes the development, structure and function of organ systems in man.

Prerequisite: BIO 114C recommended.

BIO 124D Anatomy and Physiology (3-3)

A continuation of Biology 114D.

Prerequisite: Biology 114D.

BIO 124M Biology II (3-3)

Vertebrate systems emphasizing man as well as principles of heredity and evolution. For the science major.

Prerequisite: BIO 114M recommended.

BIO 213 Environmental Biology (2-3)

Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects. Field trips required.

BIO 223F Native Plants (2-3)

Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field collections required.

BIO 224 Comparative Vertebrate Anatomy (3-4)

Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, pre-medical and pre-dental majors.

Prerequisite: Biology 114M and 124M or 124B.

Business

BUS 113A Elementary Accounting (3-0)

Presents the double-entry system for the accounting cycle of a business organization with an emphasis on general and special journals, ledgers, financial statements and payroll.

BUS 113B Introduction to Business (3-0)

Provides an over-all picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society.
(060401525)

BUS 123A Elementary Accounting (3-0)

A continuation of BUS 113A. Emphasis is given to payables, receivables, inventories, asset valuation, partnerships, corporations, and departmental accounting. Practice set required.

Prerequisite: BUS 113A.

BUS 213C Computer Applications of Elementary Accounting (3-1)

A "hands-on" study of a commercial, business accounting software system, Dac Easy Accounting.

Prerequisites: BUS 113A, 214 or consent of program director.

BUS 213L Business Law (3-0)

Emphasizes the principles and elements of contracts, sales and warranties, legal aspects of commercial papers, principal-agent relationships, labor law and government-business relationships. (0601015125)

BUS 214 Principles of Financial Accounting (3-3)

A study of financial accounting including the double-entry bookkeeping system, accounting cycle, adjusting closing and reversing entries, receivables/payables, depreciation, stockholder's equity and bonds. Practice set required.

Prerequisite: CS 113V or acceptable placement test score.

BUS 224 Principles of Managerial Accounting (3-3)

Emphasis on managerial analysis and decision making concepts including cash flow reporting, price level changes, statement analysis, manufacturing cost analysis, planning concepts and systems and investment planning.

Prerequisite: BUS 214 and CS 113V.

Chemistry

Students that have not studied chemistry in high school are advised to consider completing CHM 113B, Basic Chemistry prior to enrolling in CHM 114, General Chemistry, CHM 113D, Elementary Chemistry, or CHM 114H, Fundamentals of Chemistry.

A student majoring in Chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

CHM 113B Basic Chemistry (3-0)

Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHM 113D Elementary Chemistry (3-2)

Elementary inorganic, organic and biochemistry suited for persons interested in health science programs.

Note: Neither Chemistry 113I-124I, 114H-124H nor 113D is substituted for Chemistry 114-124 in meeting prerequisites in scientific curricula.

CHM 114 General Chemistry (3-4)

Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry with lab work including introduction to quantitative analysis.

CHM 114H Fundamentals of Chemistry (3-3)

Elementary inorganic and organic chemistry, especially suited for persons interested in the health professions.

CHM 114I Introductory Chemistry (3-3)

Introduction and non-technical survey of inorganic chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors.

CHM 124 General Chemistry (3-4)

Continuation of Chemistry 114. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electrochemistry and selected topics in nuclear chemistry with lab work including an introduction to volumetric and qualitative analysis.

Prerequisite: Chemistry 114.

CHM 124H Fundamentals of Organic and Biochemistry (3-3)

Continuation of Chemistry 114H with emphasis on organic and biochemistry.

Prerequisite: Chemistry 114H.

CHM 124I Introductory Chemistry (3-3)

Continuation of Chemistry 114I. Survey of organic and biochemistry.

Prerequisite: Chemistry 114I or 114.

CHM 214 Organic Chemistry (3-4)

Chemistry of components of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, stereochemistry and molecular conformations with lab work including an introduction to gas chromatography.

Prerequisite: Chemistry 124.

CHM 224 Organic Chemistry (3-4)

Continuation of Chemistry 214 with lab work covering the use of infrared spectroscopy.

Prerequisite: Chemistry 214.

Child Development 5222

The Child Development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the Associate in Applied Science degree in child development.

CD 113 Introduction to Child Development (3-3)

Students will gain an understanding of the history, philosophy and ethics of child development. This will include types of child development facilities as well as the laws and standards which govern them. Emphasis will be placed on the responsibilities of personnel in this field.

CD 113A Survey of Child Care Management (3-0)

An introduction to the mechanics of managing a child care facility which will include center scheduling, curriculum, lesson plans, teaching techniques, behavioral management and assessment of students and staff.

CD 113B Curriculum and Materials in the Child Care Facility (3-3)

The principles of curriculum development appropriate for educating preschool children. Students will participate in planning age-appropriate materials and activities including beginning mathematics, language, social studies and science concepts.

CD 113C Health Care and Safety (3-2)

A study of personal and community health which emphasizes protection against communicable diseases and accidents. Fundamental first aid, CPR, vision and hearing screening, safety and accident prevention will be covered.

CD 123 The Family and the Community (2-2)

The role of a child development center as it relates to the home environment, the interaction between parents and children as well as the relationships of the family to their community will be studied. Hypothetical records will be interpreted and case studies of young children will be developed.

CD 123B Creative Activities (2-4)

A continuation of CD 113B which includes a study of activities relating to conceptual learning, recreation, arts, crafts, music, dance, children's literature, storytelling and learning center activities.

Prerequisite: CD 113B.

CD 123C Child Health and Nutrition (3-2)

Health and nutrition as they contribute to and affect a child's growth and development.

CD 113S & 123S Cooperative Training (3-37) (5 weeks)

Seminar and on-the-job training. A training plan will be developed each semester for each student.

Prerequisite: First two semesters completed.

CD 213 The Special Child (3-0)

The differences in special needs children will be studied with emphasis on their special needs and how best to meet these needs.

CD 213A Preschool Theory and Application (3-1)

Various learning processes relating to the nature and conditions of learning and motivation will be studied to provide the knowledge necessary to access the preschool student's learning needs and develop appropriate learning activities.

Prerequisite: CD 113A.

CD 223 Child Care Issues (2-4)

An in-depth study of current issues relating to child development. Each student will develop and report on a research project.

CD 223A Child Care Facility Management (3-0)

Management theories and their application to a child care facility.

Computer Science 6021

The College offers a one-year program leading to a Certificate of Proficiency and three two-year programs leading to Associate in Applied Science Degrees and an Associate in Arts Degree with a Concentration in Computer Science.

The one-year program leading to a Certificate of Proficiency prepares the student for employment in the fields of computer operations, data preparation and data entry.

The two-year programs lead to an Associate in Applied Science degree in which the student may choose the programming option or microcomputer option.

The other two-year degree, Associate in Arts degree with a Concentration in Computer Science on page 34, prepares the student for advancement to an upper-level university.

A student seeking a four-year degree should see a faculty advisor for academic advisement.

CS 113A Introduction to Computers (3-0)

Provides a thorough introduction to the history, concepts and terminology involving computers. BASIC language included.

CS 113C Computer Literacy (3-3)

Introductory "hands-on" course using microcomputers to study system commands and major software packages. Includes history of computers.

CS 113K Introduction to Computer Operations (3-3)

Computer operations ranging from microcomputers to large systems with "hands on" provided.

CS 113L Introduction to Computer Programming Logic (3-0)

Introduction to the concepts and terminology involving structured programming techniques.

CS 113M DOS/Data Entry (3-0)

Essential PC DOS COMMANDS and Data Entry concepts and skills.

Prerequisite: Knowledge of keyboard recommended.

CS 113P Computer Programming: PASCAL (3-3)

A study of algorithmic computer solutions and the PASCAL programming language.

CS 113V Business Computer Applications (3-3)

A "hands-on" study of essential PC-DOS commands, electronic spreadsheet, database, and basic language. Includes history of computers.

CS 123B Computer Operating Systems (3-3)

Establishes marketable skills in advanced computer operation concepts and procedures.

Prerequisite: CS 113K.

CS 123C Management Computer Use (3-0)

Acquaints students with management theories and practices as related to a computerized environment.

CS 123E Computer Programming: Assembly Language (3-3)

A detailed study of IBM Mainframe Assembly Language Programming and debugging techniques.

Prerequisites: MTH 123E (or equivalent) or acceptable ACT or SAT Math scores, CS 113L or 113P or consent of the instructor.

CS 123L Advanced Computer Programming Logic (3-0)

An advanced study of structured programming logic.

Prerequisite: CS 113L or consent of the instructor.

CS 123M Data Entry II (3-3)

Builds marketable, professional skills of speed, accuracy and validation of data.

Prerequisite: CS 113M.

CS 123T Microcomputers (3-0)

Introductory study of professional business software, LOTUS 1-2-3. Includes history of computers.

CS 123V Computer

Programming: C (3-3)

A study of high-level programming using C language.

Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or 113P or consent of instructor.

CS 213A Computer

Programming: COBOL (3-3)

A high-level language using recent structured techniques.

Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or 113P or consent of instructor.

CS 213B Systems Analysis (3-0)

Introduction to essential principles of the systems development cycle and the tools and techniques which can be applied in each phase of the cycle.

Prerequisite: CS 113A or consent of instructor.

CS 213F Computer Programming: BASIC Language (3-3)

Develops beginning programming skills as commonly implemented in business and scientific environments.

Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or 113P or consent of instructor.

CS 213H Extended DOS (3-3)

Disk operating system (PC DOS) concentrating on extended DOS commands.

CS 213R Computer

Programming: RPG II (3-3)

A study of the use of RPG II Language.

Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, at least one previous language or consent of the instructor.

CS 223A Advanced Computer

Programming: COBOL (3-3)

File maintenance, structures and utilities using COBOL languages.

Prerequisite: CS 213A or consent of the instructor.

CS 223C Computer

Programming: FORTRAN (3-3)

A study of high-level, math-oriented language.

Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or 113P or consent of instructor.

CS 223G Advanced Computer Programming: BASIC Language (3-3)

Advanced programming skills with major emphasis on interactive business applications.

Prerequisite: CS 213F or consent of the instructor.

CS 223J Data Base Concepts with Programming (3-3)

Data Base concepts including programming.

Prerequisite: CS 113C and 113L or 113P or consent of the instructor.

CS 223V Professional

Development Seminar (1-20)

Open to Computer Science majors.

Provides on-the-job training and assists the student in adapting computer skills and principles to job situations.

CS 113Y, 123Y, 213Y and 223Y

Special Topics (3-0)

Topics will be at the discretion of Program and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

Criminal Justice 7021

Students successfully completing this program receive the Associate in Applied Science Degree and will be eligible to sit for the Texas Peace Officer Licensing Examination.

CJ 113 Introduction to Criminal Justice (3-0)

Provides an overview of the United States and European criminal justice systems.

CJ 113B Police Systems and Practices (3-0)

The Police Profession, Organization of Law Enforcement Systems, The Police Role, Ethics, Police Community Interaction and Current and Future Issues.

CJ 113C Probation and Parole (3-0)

Introduces the student to criminal corrections and its place in the criminal justice system.

CJ 123B Police Role in Crime and Delinquency (3-0)

A study of juvenile behavior to provide insight into the conditions that are believed to cause deviant acts by juveniles.

CJ 123C Patrol Administration (3-0)

Introduces the student to an overview of basic patrol procedures used in crime prevention and police field operations.

CJ 123D Criminology (3-0)

Presents theories, causes of crime and criminal typologies.

CJ 123E Crime in America (3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CJ 213A Criminal Investigation (3-0)

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, use of forensic sciences and case and trial preparation.

CJ 213B Legal Aspects of Law Enforcement (3-0)

Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure and police liability.

CJ 213C Criminalistics (3-1)

Introduces the student to the forensic laboratory with emphasis placed on identification, collection and preservation of evidence.

CJ 213D Correctional Systems and Practices (3-0)

Corrections in the Criminal Justice System, Organization of Correctional Systems, Correctional Role, Institutional Operations, Alternatives to Institutionalization, Treatment and Rehabilitation and Current and Future Issues.

CJ 213E Texas Peace Officer Law (3-2)

Laws directly related to police field work; including traffic, intoxicated driver, penal code, elements of crimes, the family code, alcoholic beverage code and civil liability.

Prerequisite: Twelve semester hours of credit in criminal justice, and consent of the program director.

CJ 223B Traffic Planning and Administration (3-0)

Introduces the student to the problems of traffic control using the Texas Motor Vehicle laws as a guide.

CJ 223C The Courts and Criminal Procedure (3-0)

The Judiciary in the Criminal Justice System, Structure of the American Court System, Prosecution, Right to Council, Pre-Trial Release, Grand Juries, Adjudication Process, Types and Rules of Evidence and Sentencing.

CJ 223D Fundamentals of Criminal Law (3-0)

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

CJ 223E Police Defensive Tactics (3-3)

Practice in the techniques of arrest, prisoner searches and the use of batons and firearms. CJ major medically qualified with no felony convictions.

CJ 223F Texas Peace Officer Procedures (3-2)

Techniques and procedures used by police officers on patrol; including controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations.

Prerequisite: Texas peace officer law or may be taken concurrently.

CJ 223H Community Resources in Corrections (3-0)

An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues and future trends in community treatment.

CJ 223J Texas Peace Officer Skills (3-3)

Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.

Prerequisite: Texas peace officer law and Texas peace officer procedures; or may be taken concurrently.

CJ 223K Criminal Justice Internship (1-20)

Field program designed to provide observation and actual work experience in the various public and private agencies in which a student is assigned.

Dance

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

DNC 111C Introduction to Dance (0-3)

An introduction to the art of dance through participation and instruction in a variety of dance activities and techniques.

DNC 121C Introduction to Dance (0-3)

A continuation of DNC 111C.

DNC 211C Appreciation of Dance (0-3)

Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance.

DNC 221C Appreciation of Dance (0-3)

A continuation of DNC 211C.

DNC 112T, 212T Tap (2-1)

Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DNC 122T, 222T Tap (2-1)

A continuation of DNC 112T, 212T. Introduces concepts of group and solo work.

DNC 113 Modern Dance (2-1)

Instruction and participation in modern dancing as part of the performing arts which includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation and imaging and improvisation.

DNC 113A Modern Dance (2-1)

A continuation of DNC 113. Introduces concepts of partnering along with solo group work.

Prerequisite: Dance 113.

DNC 123 Jazz (2-1)

Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DNC 123A Jazz (2-1)

A continuation of DNC 123. Introduces concepts of solo and group work.

Prerequisite: Dance 123.

DNC 213 Ballet (2-1)

Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc. while stressing clarity of movement as well as precision in execution.

DNC 213A Ballet (2-1)

A continuation of DNC 213. Introduces variations from the classical and neo-classical repertoire.

Prerequisite: DNC 213.

DNC 213B Intermediate Ballet (2-1)

A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.

Prerequisite: DNC 213A.

DNC 213C Intermediate Ballet (2-1)

Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.

Prerequisite: DNC 213B.

Dental Hygiene 8034

The purpose of the Dental Hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the Dental Hygiene program students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the Associate in Applied Science Degree in Dental Hygiene.

Since enrollment in this program is limited to 24 places each year, those applying for admission must make application directly to the dental hygiene program office. Criteria for admission and applications for admission are available from Director, Dental Hygiene Program.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board Examination are eligible to take state licensing exams in states where they plan to practice.

Science courses taken after application and acceptance to the Tyler Junior College dental hygiene program are expected to

be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university. Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College will require individual consideration.

DH 112 Introduction to

Dental Hygiene (6.4-6.4) (5 weeks)

A study of the role of the dental hygienist in preventive dentistry.

Prerequisite: Admittance to program.

DH 113 Oral Anatomy

and Physiology (3-2)

Normal clinical appearance and functions of anatomical structures of the oral cavity, head and neck.

Prerequisite: Admittance to program.

DH 113D Oral Histology

and Embryology (3-0)

Microanatomy of oral cavities, development and function.

Prerequisite: Admittance to program.

DH 114 Dental Hygiene

Radiography (3-3)

Radiographic techniques, processing and mounting and radiation safety procedures.

Prerequisite: Admittance to program.

DH 114C Dental Hygiene Clinic I (3-6)

Theory and principles of instrumentation, current practices in infection control and hazard communication complying with OSHA guidelines.

Prerequisite: Admittance to program..

DH 122 Dental Materials (2-2)

Identification, properties, manipulation, application and maintenance of materials used in dentistry.

Prerequisite: Admittance to program.

DH 122A Pathology (2-0)

Basic pathology relevant to dental hygiene practice.

Prerequisite: BIO 114D, 124D.

DH 122B Oral Pathology (2-0)

A study of diseases affecting the oral cavity.

Prerequisite: DH 113.

DH 123C Dental Hygiene Clinic II (2-8)

Study of treatment considerations for patients with special needs. Beginning clinical practice on patients.

Prerequisite: DH 114C.

DH 212 Pharmacology (2-0)

Concepts of pharmacology in relation to dentistry.

Prerequisite: DH 122A, 122B.

DH 212D Clinical Nutrition (2-0)

Nutrition in dentistry including instruction in computing kilocalorie requirements for basal metabolism, activity, specific dynamic action and percentages of fat in the diet.

Prerequisite: CHM 113D.

DH 212P Periodontology

(6.4-6.4) (5 weeks)

A study of the etiology and characteristics of periodontal disease with correlation of clinical instrumentation.

Prerequisite: DH 123C.

DH 213C Dental Hygiene Clinic III (2-12)

Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.

Prerequisite: DH 123C.

DH 213H Community Dental Health (3-1)

Promotion of dental health in the prevention of dental disease and public health methods.

Prerequisite: DH 123C.

DH 221S Seminar (1-0)

A study of practice management skills with emphasis on communicating with dental patients.

Prerequisite: Enrollment in second year DH courses.

DH 223C Dental Hygiene Clinic IV (2-12)

Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.

Prerequisite: DH 213C.

DH 223H Community Dental Health II (3-1)

Implementation of Community Program Plans and study of alternative practice settings in dental hygiene.

Prerequisite: DH 213H.

Computer-Aided Drafting 8622

The curriculum in drafting is designed to qualify the student for professional work in the many areas of drafting. Upon completion of the required two-year plan, the student receives an Associate in Applied Science Degree.

DFT 113A Mechanical Drawing I (2-4)

(See EGR 113)

DFT 113B Illustration Drawing (3-3)

Freehand sketching and instrument drawing are emphasized in the preparation of pictorial drawings, charts and graphs.

DFT 113G Introduction to Computer-Aided Drafting I (3-3)

Introduction to the commands and functions of modern computer-aided drafting systems. Emphasis on applying the system to practical drafting and design problems.

DFT 123B Computer-Aided Machine Drafting (3-3)

An advanced mechanical drafting which uses CAD to draw a complete set of drawings from detail drawings to completed assembly drawing.

Prerequisite: EGR 113.

DFT 123E Computer-Aided Electronics Drafting (3-3)

Basic computer-aided drafting for electrical and electronics drafting covering theory of electronics, schematics, printed circuit boards, wiring diagrams, and integrated circuits.

Prerequisite: DFT 113G.

DFT 123R Drafting for Real Estate Studies (3-0)

Interpretation of architectural plans and specifications including on-site measurements to determine square footage and cost projection of buildings with the mapping portion including site plans and lease maps with concentration on lettering, symbols and drafting scales.

DFT 213A Architectural Drafting I (3-3)

Computer-aided applications for plans of a single story residence. The study includes site plan, floor plans, foundation plan, elevations, details, and schedules.

Prerequisite: DFT 113G Computer-Aided Machine Drafting.

DFT 213D Descriptive Geometry

(See EGR 123).

DFT 213F Drafting for Electronics Technicians (3-3)

Drafting techniques applied to electronics technology including sketching, functional block diagrams, schematic symbols and diagrams, printed circuit board design and computer-aided drafting (CAD).

DFT 213P Computer-Aided Pipe Drafting (3-3)

Computer-aided applications to pipe drafting, the study includes terminology, valves, fittings, vessels, symbols, isometrics, flow diagrams, plot plans, and elevations.

Prerequisite: DFT 113G.

DFT 213S Computer-Aided Structural Drafting (3-3)

Design and fabrication detailing of structural steel frameworks and components using CAD. Included are structural shapes, bolted and welded connections, beams, columns, trusses, bracing, and frameworks.

Prerequisite: DFT 113G.

DFT 223A Computer-Aided Architectural Drafting II (3-3)

Computer-aided drafting applications for a set of plans for a light commercial structure. Areas of study include site plan, floor plan, foundation plan, elevations, details, and building schedules.

Prerequisite: DFT 213A.

DFT 223B Map Drafting (3-3)

The preparation of lease, township, topographic, highway and ownership maps are covered. Inking and calculations from surveyor's notes are included.

DFT 223C Plane Surveying (3-3)

Care and use of surveying and mapping equipment with lab problems including topography, traverse closures, profiles and borrow pit calculations.

DFT 223G Advanced Computer-Aided Drafting II (3-3)

Advanced computer-aided drafting in which the student's basic knowledge of computer software and operations will be utilized to complete computer-aided problems.

Prerequisite: DFT 113G.

DFT 223P Advanced Computer-Aided Pipe Drafting (3-3)

Computer-aided applications for making isometric pipe spool drawings with emphasis on solutions to equipment location placement and theory for the advanced piping student.

Prerequisite: DFT 213P.

Economics

Students majoring in economics should see a faculty advisor for help in completing a course plan.

ECO 213 Principles of Economics (3-0)

An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

ECO 223 Economic Problems (3-0)

A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

Education

ED 111 Orientation to Education (1-0)

An introduction to the education profession, to include information about teaching and administrative careers available, teaching field options, employment conditions and requirements for admission to teacher education program (PPST). Recommended for all students who plan to seek teacher certification.

"The thing that I like most about Tyler Junior College is all the job opportunities that are available on campus."

Kelly Honeycutt, *freshman nursing major*

What You Can Expect 81

Electronics 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in the semiconductor industry, microcomputer applications, artificial intelligence, robotics, sophisticated communications equipment and alternate energy sources have led to an increased need for technicians to maintain these high-technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair electronic equipment.

The Electronics curriculum provides students the opportunity to specialize in digital/microprocessor electronics, industrial electronics, electronic telecommunications or electrical power technology.

After successfully completing one of the two-year programs, the student receives the Associate in Applied Science degree.

As microcomputers are employed in greater numbers in businesses, educational institutions, and homes, the need for microcomputer technicians has increased.

The Microcomputer Repair and Maintenance curriculum is designed to prepare the student as a microcomputer technician, fully competent to perform field service duties in the repair and maintenance of microcomputers.

This curriculum is targeted toward the student who wishes to spend minimal time in "formal" training in order to quickly enter the job market with a salable skill. Using a cluster of twelve courses, of eight weeks duration each, the student emerges from the program with a Certificate of Proficiency.

ELC 112A Introduction to Digital Electronics (3-4) (8 weeks)

Introduction to electrical fundamentals and basic logic devices. Fundamental logic operations and devices are discussed. Prototyping of digital circuits comprises the laboratory experiences developed through this course.

ELC 112T Tools and Instrumentation for PC Technicians (3-4) (8 weeks)

A lecture and laboratory familiarization with the tools and electrical instrumentation used by the PC technician. Also, handling and care of sensitive electronic circuits is presented.

ELC 112P Introduction to PC Architecture (3-4) (8 weeks)

An introduction to the basics of PC architecture and the circuits which make up the various modular systems of the PC. Assembly and disassembly of the PC as well as terminology is stressed in this course.

ELC 112B Introduction to Digital Electronics II (3-4) (8 weeks)

A continuation of ELC 112A including logic circuit equivalents, semiconductor logic devices, and measurement techniques.

Prerequisite: ELC 112A.

ELC 112C Introduction to Troubleshooting (3-4) (8 weeks)

An introduction to the basics of troubleshooting techniques including familiarization with schematics, data manuals, block diagrams, instrumentation techniques. Basic troubleshooting skills will be developed in laboratory exercises with simple digital circuits.

Prerequisite: ELC 112T.

ELC 112H Personal Computer Hardware (3-4) (8 weeks)

An exploration of the various hardware and add in components of the PC. Emphasis is placed on selection criteria, configurations, and applicability of hardware components.

Prerequisite: ELC 112P.

ELC 122S Service and Maintenance Procedures (3-4) (8 weeks)

Shop techniques and customer relations are emphasized in this course along with estimations, communications, and various repair/replacement philosophies.

Prerequisite: ELC 112C and 112H.

ELC 122C Personal Computer Troubleshooting (3-4) (8 weeks)

A modular approach to diagnosis and repair of the PC. Instruction covers use of instrumentation, diagnostic software, and service manuals.

Prerequisites: ELC 112C and 112H.

ELC 122H Personal Computer Systems (3-4) (8 weeks)

A lecture and laboratory investigation of the dedicated PC workstation and the various hardware options which must be considered by the PC technician when servicing these stations. Also covered are the unique requirements of dedicated workstations.

Prerequisite: ELC 112H.

ELC 122E Troubleshooting Peripheral Equipment (3-4) (8 weeks)

The fundamentals of diagnosing and repairing troubles in peripheral equipment used with PC's such as printers, plotters, modems, and digitizers.

Prerequisite: ELC 122C.

ELC 122A Application Software (3-4) (8 weeks)

PC software and installation procedures are covered in this course, as well as the hardware implications of setup procedures for various software packages. Also covered is the consideration of software in the diagnosis of PC troubles.

Prerequisite: ELC 122H.

ELC 122W Professional Development Seminar (1-20) (8 weeks)

An industry internship for the advanced student of PC repair. Student will work in an approved industrial worksite under the supervision of both employer and instructor.

Prerequisites: ELC 122C, 122H and 122S.

ELC 113 Introduction to Digital Circuits (3-3)

An introduction to digital electronic circuits including logic gates and flip-flops with an emphasis on the proper utilization of laboratory equipment, prototyping and troubleshooting.

ELC 113L Introduction to DC and Digital Circuits (3-3)

An introduction to analog electronic circuits including resistors, coils and capacitors in DC and AC circuits with an emphasis on the proper utilization of laboratory equipment, prototyping and troubleshooting.

Prerequisite: MTH 113H or concurrent enrollment therein.

ELC 113M Introduction to Electronics Technology (3-3)

An introduction to electronics technology including career opportunities, laboratory instrumentation, electronic circuit construction techniques, physical properties of electronic components, schematic diagrams and troubleshooting techniques.

ELC 123 Microprocessors and Digital Systems (3-3)

Advanced digital concepts and an introduction to microprocessor system architecture and microcomputer system design.

Prerequisite: ELC 113.

ELC 123A Industrial Electronics and Motor Control (3-3)

Industrial electronics including magnetism, transformers, motors, motor control, generators, servos, solenoids, relays and three phase AC circuits.

Prerequisite: ELC 113L.

ELC 123K Introduction to Computer Hardware (3-0)

Explores fundamental computer hardware and its relationship to software and logic. For hobbyists and CS students. (Formerly CS 213C)

ELC 123L Semiconductor Devices and Circuits (3-3)

Semiconductor devices and circuits including diodes, transistors, industrial control devices and the proper utilization of laboratory equipment in troubleshooting solid-state circuits.

Prerequisite: ELC 113L.

ELC 123S Software Development for Microprocessors (3-3)

Machine and assembly language programming for microprocessors with an emphasis on problem solving, diagnostics and troubleshooting techniques.

ELC 213A Microprocessor Applications (3-3)

Microprocessor systems architecture including design, prototyping and troubleshooting of a microcomputer system.

Prerequisites: ELC 123 and 123S.

ELC 213B Laser/Opto-Electronics (3-3)

Technology essential to develop, assemble, operate, test and maintain lasers and other optical devices for industry use, including fiber optics.

Prerequisite: ELC 123L.

ELC 213C Linear Integrated Circuits (3-3)

Linear integrated circuits and circuit design techniques including micro-electronics, operational amplifiers and integrated circuit timer applications, prototyping and troubleshooting.

Prerequisite: ELC 123L.

ELC 213D Microcomputer Maintenance (3-3)

Repair and maintenance of home and office microcomputers and peripheral devices with an emphasis on efficient field-service troubleshooting techniques.

ELC 213F Commercial FCC License Preparation I (3-3)

Preparation for the General Radiotelephone Operator License exam administered by the Federal Communications Commission.

ELC 213G Electrical Power Generation (3-3)

Electrical power generation and transmission including energy sources, power generating plants and transmission systems.

ELC 213P Electrical Power Measurements (3-3)

Electrical measurement instrumentation including techniques used in monitoring and maintaining electrical power systems.

ELC 213T Electronic Communications (3-3)

The concepts and circuits of electronic communications systems including transmitters, receivers, antenna systems and propagation.

Prerequisite: ELC 123L.

ELC 223A Microprocessor Interfacing (3-3)

Hardware and software interfacing techniques used in interfacing microcomputers to peripheral devices.

Prerequisite: ELC 213A.

ELC 223B Troubleshooting Electronic Communication Systems (3-3)

Localizing and replacing defective components in malfunctioning communications equipment using a systematic approach with an emphasis on test equipment utilization.

Prerequisite: ELC 213T.

ELC 223D Troubleshooting Digital Systems (3-3)

Localizing and replacing defective components in malfunctioning digital equipment using a systematic approach with an emphasis on test equipment utilization.

Prerequisite: ELC 213A.

ELC 223F Commercial FCC License Preparation II (3-3)

A continuation of ELC 213F including FCC rules/regulations, electronic theory and practice exams.

Prerequisite: ELC 213F.

ELC 223G Electrical Power Distribution (3-3)

The design, operation and technical detail of modern power distribution systems including protection devices, systems load analysis, rates and power economics.

ELC 223M Microwave Technology (3-3)

Microwave concepts including transmitters, transmission lines, antennas, propagation, receivers, microwave measurements and radar.

Prerequisite: ELC 213T.

ELC 223P Automatic Control of Electrical Power Systems (3-3)

Automatic control of electrical power systems including industrial electronic devices and microprocessor interfacing applications.

ELC 223R Robotics and Automated Systems (3-3)

The concepts of automation and robotics including industrial applications, computer-integrated manufacturing and artificial intelligence.

Prerequisites: ELC 213A and 213C.

ELC 223S Electrical Power Signaling Techniques (3-3)

Electronic communication techniques employed by the electrical power industry

including powerline carrier technology, load management and data communication.

ELC 223T Telecommunications (3-3)

Modern telecommunication systems including telephone switching, cable television and satellite communications systems.

Prerequisite: ELC 213T.

Engineering

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four or five year engineering degree program.

Colleges and universities no longer allow advanced algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four year program for a degree in these fields, it is desirable that the student take Calculus I with analytic geometry (Mathematics 213A) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take college algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

EGR 111 Introduction to Engineering (1-0)

Fields and opportunities within the scope of professional work.

EGR 113 Engineering Design Graphics I (3-3)

An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications. (Replaces DFT 113A and EGR 112)

EGR 121 Engineering Analysis (1-0)

Analyzing and solving engineering

problems including computational methods and devices.

EGR 123 Engineering Design Graphics II (3-3)

A study of the problem solving principles of orthographic projection and descriptive geometry. (Replaces DFT 213D and EGR 122).

Prerequisite: EGR 113.

EGR 213 Engineering Mechanics I (Statics) (3-0)

Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.

Prerequisite: Credit or registration for Mathematics 213B.

EGR 223A Engineering Mechanics II (Dynamics) (3-0)

Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.

Prerequisite: Engineering 213 and Mathematics 213B.

English

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

ENG 011W Writing Laboratory (1-2)

Designed to identify deficiencies and improve writing skills necessary for college-level academic work.

ENG 013E Developmental English I (3-0)

Written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph development using standard American English.

(Required of students who do not present qualifying ACT/SATTSWE/TASP or local English placement test scores.)

ENG 023E Developmental English II (3-0)

Review of basic sentence skills taught in English 013E but with emphasis on writing logically developed short essays in standard American English.

(Required of students who do not present qualifying ACT/SATTSWE/TASP or local English placement test scores.)

ENG 013P Spelling and Phonics (3-0)

Emphasizes mastery of the most commonly misspelled words, spelling and syllabication rules, consonant and vowel spellings, dictionary usage and pronunciation symbols.

ENG 113 Composition and Rhetoric (3-0)

Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.

Prerequisite: Qualifying ACT/SAT-TSWE/TASP or local English placement test scores.

ENG 123 Composition and Rhetoric (3-0)

A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.

Prerequisite: ENG 113.

ENG 123B Technical Report Writing (3-0)

Technique of verbal efficiency in business letters, job applications and resumes and various types of engineering and scientific reports with methods of gathering and organizing of material to be presented in oral and/or written form. Required in technological and engineering plans.

Prerequisite: English 113.

ENG 213 World Literature (3-0)

A study of the masterpieces of Western world literature from Homer through the Renaissance.

Prerequisite: English 123.

ENG 213A Survey of Short Fiction (3-0)

A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.

Prerequisite: English 123.

ENG 213B English Literature (3-0)

A survey of the major works, writers, and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.

Prerequisite: English 123.

ENG 213E English Literature II (3-0)

A survey of the major works, writers, and themes of English literature beginning with the Romantic period and continuing to the twentieth century emphasizing extensive reading and class discussions.

Prerequisite: English 123.

ENG 213L American Literature (3-0)

A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.

Prerequisite: English 123.

ENG 213S Selected Studies in Literature (3-0)

Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.

Prerequisite: English 123.

ENG 223 World Literature (3-0)

A study of the masterpieces of Western world literature from the Neoclassic period to the twentieth century, advanced composition and formal research paper.

Prerequisite: English 123.

ENG 223L American Literature (3-0)

A survey of representative writers and literary trends from the Period of Realism to the present.

Prerequisite: English 123.

ENG 223S Selected Studies in Literature (3-0)

Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.

Prerequisite: English 123.

Farm and Ranch Management 5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the Associate in Applied Science Degree.

Those completing all Farm and Ranch management courses listed in the curriculum with a minimum of a "C" average are awarded a Certificate of Proficiency.

RMG 113 Principles of Soil Management (3-6)

Methods and problems in pasture management, care of pastures, hay production and types of soil and its relationship to grasses and legumes.

RMG 113A Principles of Animal Husbandry (3-6)

Types and breeds, market classes, grade of farm animals and phases of feeding, breeding and production.

RMG 113C Farm Buildings and Construction (2-4)

Construction of farm buildings, fences, corrals, feedlots and basic skills in farm carpentry which include design, planning and construction.

RMG 116S Ranch Training On-The-Job (3-37)

Required work on a ranch or in an agribusiness firm during six weeks of the summer on a co-op basis between the College and employer.

Prerequisite: Students must have completed a minimum of 9 semester hours in Farm and Ranch Management courses.

RMG 123A Agriculture Economics and Finance (3-0)

National economic problems relating to farms and ranches, making loans and methods of determining loan needs.

RMG 123D Farm Power Machinery (2-4)

Operation and service of farm equipment and proper crop production using power equipment.

RMG 123F Principles of Feed Production (3-6)

Production, harvesting and storage of cereal and feed grains, fiber crops, forage crops and pasture grasses both summer and winter.

RMG 123G Farm and Ranch Appraising (2-2)

Principles and methods of appraising farm and ranch property, land, buildings, equipment and machinery.

RMG 213A Livestock Rations and Application (3-6)

Feed materials, relative values and adaptability for livestock, nutrient requirements, balancing, formulating rations and methods of feeding animals.

RMG 214 Farm Shop (3-6)

Practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

RMG 223 Animal Health (3-6)

Farm animal health including parasites, diseases of livestock, handling diseased animals, basic anatomy and physiology.

RMG 223A Farm and Ranch Records (3-0)

Principles of farm bookkeeping with each student developing farm and ranch accounts.

RMG 223B Principles of Beef Cattle Production (3-6)

Beef production as relating to farm and ranch marketing problems, beef cattle systems, handling, fitting, showing and breed associations.

RMG 223C Principles of Agricultural Marketing (3-3)

Basic knowledge of market grades, market trends, types of markets, cattle futures market and selling techniques of classes of livestock.

RMG 223D Principles of Livestock Reproduction (3-6)

Reproductive processes in farm animals, collection and storage of semen and causes of sterilization in males and females.

RMG 223E Farm Shop II (1-4)

Special topics welding course in which content may vary and may be repeated but the course will only apply once toward graduation.

Fashion Merchandising and Retailing 5623

The fashion merchandising and retailing curriculum combines lecture and laboratory and the option for on-the-job training for a career in the areas of merchandising, fashion coordination, visual merchandising and promotion, marketing, retail management, buying or sales.

The fashion merchandising and retailing major may elect to enroll in a professional development seminar course each semester designed for students who work a minimum of twenty hours each week in an approved job. Persons who are interested in fashion merchandising and retailing as a major may take a non-work option. This option allows the student to take a course from the approved elective list.

Upon successful completion of this two year curriculum, the student will receive an Associate in Applied Science Degree.

FMR 113 Introduction to Retailing (3-0)

Intended as an overview of the fashion industry including a study of the people, procedures and concepts unique to the fashion business.

FMR 113A Professional Development Training I (1-20)

A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20 hour a week approved job. Serves as laboratory work.

FMR 113B Fashion, Color, Line and Design (3-0)

The principles and elements of fashion design and a review of the historical fashion changes.

FMR 113C Fashion Textiles (3-0)

The properties and performance of textiles normally used in apparel. A study of the principles of marketing and distributing textile products.

FMR 123 Fashion Marketing (3-0)

Analysis of the marketing task and the examination of the major policies that underlie the activities of marketing institutions.

FMR 123A Professional Development Training II (1-20)

A seminar meeting one classroom hour per week to discuss the student's experience in the required 20 hour a week approved job. Serves as laboratory work.

FMR 123B Fashion Apparel: Manufacturing and Design (3-1)

Includes a study of apparel design and manufacture, industry terminology, American and foreign designers and quality at different price levels.

FMR 213 Visual Merchandising and Promotion (3-2)

The processes and actions that promote the sale of merchandise which include window display, interior store layout, fixture placement, catalog production, fashion show production and special events.

FMR 213A Professional Development Training III (1-20)

A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20 hour a week approved job. Serves as laboratory work.

FMR 223 Retail Buying (3-0)

A detailed study of the organizational structure of buying, the fundamentals of effective purchasing and the buyer's role in planning.

FMR 223A Professional Development Training IV (1-20)

A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20 hour a week approved job. Serves as laboratory work.

FMR 223B Retail Mathematics (3-0)

Mathematical functions required of a buyer and retail terms used in the market. Course should be taken prior to or concurrent with FMR 223.

“By going to TJC, I could arrange my schedule in order to work, because of the wide range of times courses are offered.”

Monica Cullins, freshman
criminal justice major

Fire Protection Technology 6821

This two-year program leads to the Associate in Applied Science Degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection. This commission is composed of representatives of the Texas Education Agency and the Coordinating Board.

FPT 113 Fundamentals of Fire Protection (3-0)

Introduces the student to the history and philosophy of fire protection.

FPT 113A Industrial Fire Protection I (3-0)

Introduces the student to the concerns and safeguards of fire protection programs in industry.

FPT 113B Fire Safety Education (3-0)

Surveys the physical, chemical and electrical hazards in fire protection including related laws, codes and problems.

FPT 113C Advanced Fire Loss Statistical Systems (3-0)

A study of storing, retrieving and using data related to fire loss statistics.

FPT 113D Fire Insurance Fundamentals (3-0)

The relationship between fire defenses, fire losses and insurance rates.

FPT 113E Legal Aspects of Fire Protection (3-0)

A review of the legal rights, duties and responsibilities of a fire department in carrying out its duties.

FPT 113F Fire Service Communications (3-0)

The installation, operation and testing of fire alarm systems and types of communications by modern fire departments.

FPT 113G Urban Fire Problem Analysis (3-0)

The assessment and analysis methods used to study urban fire problems.

FPT 113H Fire Science Chemistry (3-0)

Provides the student with a basic understanding of organic and inorganic chemistry.

FPT 123 Fire Protection Systems (3-0)

A study of standards for fire hazard protection systems.

FPT 123A Fire Prevention (3-0)

The objectives, principles, techniques and procedures of fire prevention programs.

FPT 123B Industrial Fire Protection II (3-0)

Examines the problems and programs of industrial fire protection.

FPT 123H Fire Science Chemistry II (3-0)

A continuation of FPT 113H with emphasis on hazardous chemicals.

Prerequisite: FPT 113H.

FPT 213 Fire Administration I (3-0)

A study of fire department management and related problems.

FPT 213A Building Codes and Construction (3-0)

A study of building and construction with emphasis on fire resistant materials.

FPT 213B Fire and Arson Investigation (3-0)

A study of arson investigation techniques and related criminal procedures.

FPT 223 Hazardous Materials I (3-0)

Examines the behavior of various materials that burn or react violently.

FPT 223A Fire Administration II (3-0)

Examines training, preparation of budgets, insurance rates and related topics.

FPT 223B Fire Fighting Tactics and Strategy (3-0)

Emphasis on preplanning studies and decision making in conflagration problems.

FPT 223C Hazardous Materials II (3-0)

Examines the techniques of storing, handling and fire fighting techniques associated with hazardous materials.

Prerequisite: FPT 113H.

FPT 223D Arson Investigation II (3-0)

Techniques of fire "investigations," fire patterns identification, crime scene investigation, motives of arsonists, the proper handling and submission of evidence.

Prerequisite: Arson Investigation I or consent of program director.

Foreign Language

A student majoring in foreign language should see a foreign language director for help in completing a course plan.

FR 113 Conversational French (3-0)

An introduction to French language and culture through conversational patterns using audio-visual materials with emphasis on oral performance. For beginning students.

French

FR 123 Conversational French (3-0)

A continuation of FR 113.

Prerequisite: FR 113 or equivalent.

FR 114 Elementary French I (3-2)

An audio-lingual approach to the French language and culture while mastering the fundamentals of grammar with an emphasis on oral performance. For beginning students.

FR 124 Elementary French II (3-2)

Continuation of FR 114.

Prerequisite: FR 114 or equivalent units.

FR 211 Language Practicum (1-0)

Additional individualized study to build vocabulary both orally and aurally with written reinforcement. May be repeated with change of topic.

Prerequisite: FR 113, 114 or with consent of program director.

FR 213 Intermediate French I (3-0)

An intensive review of French grammar through readings in history, language and culture with audio cassettes and film. Emphasis on oral language skills. Conducted mainly in French.

Prerequisite: FR 124 or equivalent units.

FR 223 Intermediate French II (3-0)

Continuation of FR 213.

Prerequisite: FR 213 or equivalent units.

German

GER 113 Conversational German (3-0)

An introduction to German language and culture through conversational patterns using audio-visual materials with emphasis on oral performance. For beginning students.

GER 123 Conversational German (3-0)

A continuation of GER 113.

Prerequisite: GER 113 or equivalent units.

GER 114 Elementary German I (3-2)

The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting. For beginning students.

GER 124 Elementary German II (3-2)

A continuation of GER 114.

Prerequisite: GER 114 or equivalent units.

GER 213 Intermediate German I (3-0)

An intensive review of grammatical structures through readings from modern German literature with emphasis on oral reports and compositions. Conducted mainly in German with use of German video materials.

Prerequisite: GER 124 or equivalent units.

GER 223 Intermediate German II (3-0)

A continuation in intermediate German I with lectures on German literature and history as well as an extensive study of German newspapers and magazines.

Prerequisite: GER 213 or equivalent units.

Spanish

SPN 113 Conversational Spanish (3-0)

An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual materials with an emphasis on oral performance. For beginning students.

SPN 123 Conversational Spanish (3-0)

A continuation of SPN 113.

Prerequisite: SPN 113 or consent of program director.

SPN 114 Elementary Spanish I (3-2)

The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting. For beginning students.

SPN 124 Elementary Spanish II (3-2)

A continuation of SPN 114.

Prerequisite: SPN 114 or equivalent units.

SPN 211 Language Practicum (1-0)

Additional individualized study to build vocabulary orally and aurally with written reinforcement. May be repeated with change in topic.

Prerequisite: SPN 113, 114 or consent of program director.

SPN 213 Intermediate Spanish (3-0)

Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video format. Conducted mainly in Spanish.

Prerequisite: SPN 124 or equivalent units.

SPN 223 Intermediate Spanish II (3-0)

A continuation of SPN 213 including a novel of a major Hispanic author along with a more in-depth look at verbal patterns.

Prerequisite: SPN 213 or equivalent units.

General Business

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business. It is directed at the new student who desires an applied, practical course of study leading to employment in the general business world. It is also particularly suited to the returning student who desires retraining in business. See the General Business degree plan in this catalog.

Students who successfully complete the two-year program are eligible for the Associate in Applied Science degree in General Business

Geography

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

GGR 223 World Geography (3-0)

Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions. Special emphasis on selected regions and countries.

"The band gave me an opportunity to perform in front of new and exciting people and travel to new and exciting places."

Shane Woodell, freshman
music major

Geology

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan. Other geology courses offered on demand: Mineralogy, Petrology, Geomorphology and Invertebrate Paleontology.

GEO 114 General Geology (3-3)

Physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in cartography, mineralogy and petrology.

GEO 124 General Geology (3-3)

Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life with lab work in paleontology.

Government

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

GOV 213 American Government (3-0)

A functional study of The American Constitutional Governmental System, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. Sophomore standing suggested. This course is also offered through instructional television.

GOV 223 American State Government (3-0)

Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. Satisfies the state requirements for teacher certification. Sophomore standing is suggested. This course is also offered through instructional television.

Graphic Arts/ Photography 6238

Students successfully completing this program receive the Associate in Applied Science Degree.

This is a two year, post secondary, technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts and commercial photography.

GAP 113 Basic Photography (2-4)

Basic requirements of black and white photography, camera use, film development and print making. No credit for both GAP 113 and JRN 123P.

GAP 113A Basic Graphics (2-4)

Basic principles of graphic design and layout including artwork and images for graphic reproduction.

GAP 113B Introduction to Photography I (3-0)

A non laboratory course covering basic 35mm camera and equipment usage, subject composition and basic photographic techniques. Students may not receive credit for graduation for both GAP 113B and GAP 113.

GAP 113C Introduction to Graphic Arts (3-0)

A non laboratory course covering the equipment, processes, elements and phases of graphic arts.

GAP 113D Introduction to Photography II (3-0)

A non laboratory course exploring advanced 35mm camera and equipment use techniques and subject composition. Students may not receive credit for graduation for both GAP 113D and GAP 123.

Prerequisite: GAP 113B or consent of the program director.

GAP 113E Video Camera Techniques (2-4)

Basic video camera techniques including video and audio planning.

GAP 113F Airbrush Techniques (2-4)

Basic airbrush techniques, procedures and equipment.

GAP 113G Computer Graphics I (2-4)

Entry level computer generated graphics for the graphic reproduction industry.

GAP 113H Silk Screen and Sign Painting (2-4)

Basic skills and techniques of silk screen printing and sign painting using the graphic arts process.

GAP 113J Computer Typesetting (2-4)

Basic graphic arts typesetting using the computer.

GAP 123 Advanced Photography (2-4)

Advanced applications in exposure and process control of black and white negatives and prints.

Prerequisite: GAP 113 or consent of the program director.

GAP 123B Reproduction Layout and Design (2-4)

Principles of planning design and layout preparation of images used in photo-conversion for graphic arts.

Prerequisite: GAP 113A or consent of the program director.

GAP 123G Computer Graphics II (2-4)

Advanced computer generated graphics.

Prerequisite: GAP 113G or consent of the program director.

GAP 213 Commercial Photography (2-4)

Commercial photography with emphasis on fashion, architecture, industry and advertising using large format cameras.

Prerequisite: GAP 123 or consent of the program director.

GAP 213A Photographic Reproduction (2-4)

Methods of converting camera-ready images to the printed page.

Prerequisite: Concurrent enrollment in GAP 113A or consent of program director.

GAP 213C Color Photography I (2-4)

Concentrated practice in exposing and processing of transparencies and color negatives with emphasis on color printing.

Prerequisite: GAP 123 or consent of the program director.

GAP 223 Portrait Photography (2-4)

Lighting, posing and composition techniques used in studio, outdoor and environmental portraiture.

Prerequisite: GAP 123 or consent of the program director.

GAP 223A Graphic Reproduction (2-4)

Color registration printing and general shop operations as applied to four color printing.

Prerequisites: GAP 113A and 213A or consent of the program director.

GAP 223B Commercial Advertising Techniques (2-4)

Modern commercial advertising techniques employed with four color separation.

Prerequisites: GAP 113A and 213A or consent of the program director.

GAP 223C Color Photography II (2-4)

Color sensitometric evaluation procedures used in color negative printing and direct and indirect printing via transparencies.

Prerequisite: GAP 213C or consent of the program director.

GAP 223D Commercial Photography II (2-4)

Additional experience in the use of the large format camera and finalization and presentation of a portfolio.

Prerequisite: Student must have completed at least 24 hours of GAP courses before enrolling.

Health and Physical Education

A student majoring in health and/or physical education should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and physical education division is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to physical education.

The curriculum is based upon the philosophical underpinnings which stress student development, problem-solving skills and independence. HPE 111 is required for all degrees.

HPE 111 Health Concepts of Physical Fitness (1-2)

Pragmatic concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

Health and Physical Education activity courses are offered in these areas:

HPE 111A Organized Athletics (0-3)

First semester, freshman year of extra-curricular activities, such as varsity football, basketball, tennis, Apache Band and Belles.

HPE 111S Non-Swimmers (0-3)

A beginning level swimming class designed for students who are not able to swim, successful students will achieve at least the A.R.C. Beginning Swim level.

HPE 111X Body Mechanics and Physical Fitness (1-2)

Designed to facilitate the continuation of personal well-being and physical fitness program developed in HPE 111 Health Concepts of Physical Education (prerequisite).

HPE 121A Organized Athletics (0-3)

Second semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, and Apache Band and Belles.

HPE 121S Intermediate Swimming (0-3)

Designed for students with some deep water swimming ability, course focuses on basic stroke improvement and successful students will achieve at least the A.R.C. Intermediate Swim level.

HPE 211A Organized Athletics (0-3)

First semester, sophomore year of extra-curricular activities such as varsity football, basketball, tennis, and Apache Band and Belles.

HPE 211E Beginning Tennis (0-3)

Introduction to tennis; teaches scoring, rules, and basic strokes.

HPE 211F Adaptive Physical Education (0-3)

Designed for students with unique physical needs, such as MS, blindness, physician restrictions.

HPE 211G Beginning Gymnastics (0-3)

Introduction to gymnastics, involving tumbling and body control development.

HPE 211H Beginning Scuba Diving (0-3)

The successful student will receive YMCA certification which will enable the rental of scuba gear.

HPE 211I Beginning Softball (0-3)

Introduction to softball, teaches fundamentals of fielding and batting.

HPE 211J Beginning Badminton (0-3)

Introduction to badminton, teaches rules, scoring, grips, strokes, and doubles play.

HPE 211K Beginning Basketball (0-3)

Fundamentals of shooting, dribbling, passing, defensive position, basic offensive plays.

HPE 211L Beginning Weight Training (0-3)

Introduction to weight lifting covering basic safety, proper execution of lifts, basic anatomy and muscular strength development principles.

HPE 211M Beginning Archery (0-3)

Introduces the archery tackle, presents fundamentals of holding bow, drawing the bow, gripping the string, scoring.

HPE 211N Beginning Soccer (0-3)

Introduction to soccer covering position, basic rules, and basic ball skills.

HPE 211P Speedball (0-3)

Introduction of the game of speedball which is a combination of soccer and team handball.

HPE 211Q Beginning Golf (0-3)

Introduction to golf, covers grips, clubs, and proper swing.

HPE 211R Beginning Aerobic Dance (0-3)

Introduction to aerobic dance, covers basic fitness concepts, exercise and dance steps; includes physical assessments.

HPE 211S Swim Conditioning (0-3)

Designed for students who are utilizing swimming as a mode to achieve physical fitness, will cover basic physical fitness concepts, and assumes at least A.R.C. Intermediate Swimming level ability.

HPE 211V Beginning Volleyball (0-3)

Introduction to volleyball, teaches fundamentals of serving, passing, blocking, alignment of players, and rules.

HPE 211W Beginning Racquetball (0-3)

Introduction to racquetball, covers grip, rules, scoring, strokes, and shots.

HPE 211Y Beginning Bowling (0-3)

Introduction to bowling, covers rules, scoring, grips, approaches, deliveries, and beginning aiming techniques.

HPE 211Z Martial Arts(0-3)

Introduction to a martial art form.

HPE 212S Emergency Water Safety (1-2)

Replaces or is the equivalent of American Red Cross Lifesaving Course. Covers swimming instruction, assists with personal safety, active prevention such as PFD's American Red Cross certification is possible. A prerequisite to the Swimming Instructor Course.

HPE 221A Organized Athletics (0-3)

Second semester, sophomore year of extracurricular activities such as varsity football, basketball, tennis, and Apache Band and Belles.

HPE 221E Intermediate Tennis (0-3)

Assumes student possesses scoring, rules, and stroke ability, will cover stroke improvement, and strategy.

HPE 221F Adaptive Physical Education (0-3)

Continuation of HPE 211F, based upon the needs of the student and physical ability.

HPE 221G Intermediate Gymnastics (0-3)

Assumes good tumbling and body control; introduces the student to gymnastic apparatus.

HPE 221H Intermediate Scuba Diving (0-3)

The successful student will receive advanced YMCA certification. The class requires current HPE 221H or equivalent as a prerequisite.

HPE 221I Intermediate Softball (0-3)

Assumes ability to field and bat, will further develop abilities to field, bat, and throw, and also teach scoring and strategy.

HPE 221J Intermediate Badminton (0-3)

Assumes ability to score and perform basic strokes, will improve strokes, present advanced strokes, strategies of play.

HPE 221K Intermediate Basketball (0-3)

Improves shooting, dribbling, passing, develops offensive and defensive strategies and skills.

HPE 221L Intermediate Weight Training (0-3)

Assumes basic knowledge of safety and lifting techniques, will continue and expand lifting program developed in HPE 211L.

HPE 221M Intermediate Archery (0-3)

Improve basic techniques of archery, practice different classifications of target archery rounds.

HPE 221N Intermediate Soccer (0-3)

Assumes knowledge of rules, position, basic ball skills; will further develop ball skills and strategy.

HPE 221Q Intermediate Golf (0-3)

Assumes knowledge of grips, swing, clubs; will further improve swing, develop shot and ball placement capabilities.

HPE 221R Intermediate Aerobic Dance (0-3)

Assumes basic knowledge of fitness concepts, exercise, and dance steps, will add more choreographic skills.

HPE 221V Intermediate Volleyball (0-3)

Assumes ability to serve, pass, and block; will improve serving, passing, blocking, and introduce advanced alignments for offensive and defensive strategies.

HPE 221W Intermediate Racquetball (0-3)

Assumes current ability to score, execute basic shots; will further develop shots, teach refereeing of matches and strategy.

HPE 221Z Martial Arts(0-3)

Advanced study and development of skill in a martial art form.

HPE 222S Swimming Instructor (1-2)

American Red Cross Certification course requiring Emergency Water Safety or its equivalent; certifies students to instruct in the American Red Cross Progressive Swim Program. The class requires HPE 212S or equivalent as a prerequisite.

Health and Physical Education Theory Courses:

HPE 113A Theory of Football and Track (3-0)

Analysis of coaching football and track through lectures, demonstration, practice and reading of present-day literature and textbooks of the sports.

HPE 123A Theory of Basketball and Baseball (3-0)

Analysis of coaching basketball and baseball through lectures, demonstrations, practice and reading of present-day literature and textbooks of the sports.

HPE 113H Introduction to Physical Education (3-0)

Orientation to the field of health, physical education and recreation.

HPE 123H Personal Health (3-0)

A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

HPE 213A First Aid (3-0)

American Red Cross First Aid and/or CPR Certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

HPE 223D Drug Use and Abuse (3-0)

The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

HPE 223E Community Health (3-0)

A presentation of current scientific and technical information related to community services and public health agencies.

HPE 213F Sports Officiating (0-3)

Emphasis on officiating basketball, football and other sports.

History

Students majoring in history should see a faculty advisor for help in completing a course plan.

HST 113A Western Civilization in Medieval Times (3-0)

A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HST 123A Western Civilization in Modern Times (3-0)

A continuation of HST 113A including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

HST 213 History of the United States (3-0)

A general survey of the history of the United States from 1492 to 1865. This course is also offered through instructional television.

HST 223 History of the United States (3-0)

A general survey of the history of the United States from Reconstruction to the present time. This course is also offered through instructional television.

HST 223A The Civil War and Reconstruction (3-0)

Surveys the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction. May be substituted for either HST 213 or HST 223.

Prerequisite: (3 hours of history)

HST 223T Texas History (3-0)

A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

Home Economics

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

HE 113A Principles of Food Selection and Preparation (2-4)

Selection and preparation of foods, nutritive values and cost of foods.

HE 113B Fashion Fundamentals (3-2)

Color and design applied to selection and planning of apparel.

HE 113C Textiles (3-2)

A study of fibers, fabrics and finishes for application in choices of fabrics for clothing and home furnishings.

HE 113S Clothing Construction I (2-2)

Construction techniques for home furnishings and apparel.

HE 123A Meal Management (2-4)

A course for majors in Home Economics, hotel or restaurant management about planning, managing and serving meals.

HE 123B Clothing Construction II (2-4)

Selection, construction and alteration of apparel.

HE 123C Nutrition (3-0)

Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HE 123D Intermediate Food Preparation (2-2)

Selection and preparation of gourmet and foreign foods.

HE 123F Gourmet Food Preparation (2-2)

Continuation of HE 123D with emphasis on gourmet food preparation.

HE 123P Consumer Service (3-0)

Consumer goods and services related to the home, family purchasing, advertising, commodity information, merchandise standardization, branding, grading and marketing.

HE 123S Social Fundamentals (3-0)

Introductions, correspondence, table manners, dating problems, weddings and informal and formal entertaining.

HE 123I Interior Design I (3-0)

Home furnishings and solutions to problems of interior decoration.

Humanities

HUM 113 Introduction to the Humanities (3-0)

An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

Journalism

A student majoring in journalism should see a faculty advisor for help in completing a course plan.

JRN 113 Mass Communication (3-0)

An introduction to mass communication and the mass media.

JRN 113C Introduction to Reporting (3-2)

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment. Includes lab practice in gathering and writing news.

JRN 113E Survey of Radio/Television (3-0)

A study of the development, regulation, economics, social responsibilities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems.

JRN 123 Introduction to Advertising (3-0)

An introductory survey of the basics of advertising for print and electronic media.

JRN 123E Radio and Television News Writing (3-2)

The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast.

JRN 123P Photojournalism (2-3)

A beginning course about reporting with the camera, basic black and white press photography instruction emphasizing 120 and 35mm cameras, picture composition, developing and printing. No credit for both JRN 123P and GAP 113.

JRN 213 General Reporting (3-2)

The study and practice of newswriting and reporting.

Prerequisite: JRN 113.

JRN 223 Editing (3-2)

Theory and practice in newswriting, editing copy, headline writing and layout.

Prerequisite: JRN 113 or 213.

Legal Assistant 5828

Students successfully completing this program receive the Associate in Applied Science Degree and will be well prepared for a career as a legal assistant. The national Association of Legal Assistants, Inc., has defined the legal assistant:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LA 111E Legal Ethics (1-0)

The moral responsibilities and duties which a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

LA 113A Introduction to the Legal System (3-0)

Comprehensive study of the legal system and the role of the legal assistant within the system.

LA 123 Legal Writing (3-0)

Understanding of purpose and preparation of legal memoranda, proper forms for legal citations, drafting of intra-office memoranda and other legal documents.

Prerequisite: LA 123E Legal Research.

LA 123A Legal Interviewing and Human Relations (3-0)

Provides training in interviewing, negotiation and human relations concepts.

Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 123B Tax Law (3-0)

Introduction to processes and procedures under the Internal Revenue Code.

Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 123C Criminal Law (3-0)

Provides understanding of the provisions of the State Criminal Code and other statutory provisions relating to criminal acts and details the operation of the court system under various criminal offenses.

Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 123D Family Law (3-0)

Comprehensive study of family law which includes the use of family court forms, preparation of pleadings and proposed decrees, drafting of property settlement agreements and the use of interviewing checklists.

Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 123R Legal Research (3-3)

The major techniques and tools of legal research.

LA 213A Torts and Insurance (3-0)

Primary legal principles of tort and insurance law.

Prerequisite: Credit for or enrollment in LA 113A or consent of program director.

LA 213B Wills, Estate Probate (3-0)

The legal concept of wills and trusts, the fundamental principles of law applicable to each, organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting.

Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 213C Constitutional Law (3-0)

Provides working knowledge of the Federal Constitution, the Federal System and the States and the Supremacy of Federal Law.

Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 213W Workmen's Compensation (3-0)

Applied study of the methods and means created by statutes for giving protection and security to the workmen and their dependents against injury and death occurring in the course of employment.

Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 223 Litigation (3-0)

Principles of preparation for trial of civil and criminal cases as well as how to draft pleadings, motions and other documents required in civil or criminal action.

Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 223A Law Office Management and Procedures (3-0)

Principles and practices of law office management, legal accounting practices, civil and criminal procedures.

Prerequisite: Credit for or enrollment in LA 113A or consent of the program director.

LA 223B Internship (1-20)

Actual work experience in an attorney's office.

Prerequisite: Sophomore year or approval by program director and an approved law office.

LA 223C Corporation and Commercial Law (3-0)

Basic law of contracts, partnerships, corporations and the Uniform Commercial Code with emphasis on drafting documents appropriate to various business transactions.

LA 223D Bankruptcy (3-0)

A study of the Bankruptcy Act and the procedure for supervision by a federal court for dealing with insolvent debtors.

LA 223R Advanced Legal Research (3-3)

Advanced legal research methodologies/projects.

Prerequisite: LA 113A and 123R.

Long Term Care Administration 8222

This program combines lecture, laboratory classes and on-the-job training in preparation to be licensed as a long term care facility administrator. Upon successful completion of this program, the student will be awarded a Certificate of Proficiency.

LTC 113 Introduction to Long Term Care Administration (3-0)

Organization, training, human relations, administration, management, policies and procedures of a long term care facility.

LTC 113A Psychology of Patient Care (3-0)

Needs and problems of the elderly, their families and staff as the elderly adjust to their new environment.

LTC 113G Group Activities (3-0)

Social needs, groups, leadership development and programs for the long term care resident.

LTC 122 Long Term Care Administration Standards (2-0)

A study of Minimum Standards used to license LTC facilities with differences noted between "Minimum Standards for Licensure" and "ICF Standards for Participation.

LTC 123 Technology of Patient Care (3-0)

Technical aspects related to patient care in a long term care facility.

LTC 123A Long Term Care Administration Law (3-0)

Business laws as related to administration of a long term care facility.

LTC 213 Long Term Care Internship Seminar I (3-0)

Functions and discussion of management problems of long term care facilities.

LTC 213A Financial Management of Long Term Care Facility (3-0)

Use of financial management in decision making in the long term care facility.

LTC 213B Long Term Care Internship (0-20)

20 hours/week on-the-job training in a state licensed facility under a state licensed administrator.

LTC 223 Long Term Care Internship Seminar II (3-0)

Discussion of administrative problems of a long term care facility.

LTC 223A Long Term Care Internship II (0-20)

20 hours/week on-the-job training in a state licensed facility under a state licensed administrator.

LTC 224A Nutrition and Quantity Foods (3-3)

Nutrition and food service management in a long term care facility.

Management 5621

The management curriculum is designed to give students the management courses needed for development of effective management skills. Its purpose is to provide a practical, comprehensive program covering the full spectrum of management activity.

This program is designed to meet the requirements of students preparing for careers in business management as well as men and women who are already actively engaged in business and industry.

The management major may elect to take a professional development seminar

each semester which is designed for students who work a minimum of 20 hours each week in an approved job. The student also meets a one hour per week classroom seminar.

Upon completion of the management curriculum, the student will receive an Associate in Applied Science Degree.

MGT 113B Principles of Management (3-0)

The basic principles of management including planning, organizing, staffing, leading and controlling.

MGT 113C Human Relations Management (3-0)

A study of individuals and group interaction emphasizing motivation, communication, leadership and job performance.

MGT 113S Small Business Management (3-0)

The aspects of management and operations unique to a small business and factors influencing business success and failure.

MGT 123 Principles of Marketing (3-0)

A general analysis of the economic and social aspects of the distribution of goods and services including a study of the marketing structure.

MGT 213 Advertising and Promotion (3-0)

The fundamental concepts of advertising to provide the knowledge needed to adapt to the various advertising problems.

MGT 213B Personnel Management (3-0)

The study of personnel policies, administration, education and training, job, job classification and analysis, labor supply and employment.

MGT 223 Salesmanship (3-0)

The basic principles of personal salesmanship including a study of methods, problems and duties of a salesperson.

MGT 223B Introduction to Public Relations (3-0)

An introduction to techniques concerned with informing the public of organizational activities and policies and creating favorable public opinion.

MGT 113A Professional Development Seminar I (1-20)

Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 123A Professional Development Seminar II (1-20)

Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 213A Professional Development Seminar III (1-20)

Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 223A Professional Development Seminar IV (1-20)

Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 223E Ethics in Business and Management (3-0)

An issue driven course that analyzes ethical theory as applied to management decision making and business policy. Student should have at least 12 hours of business and/or management courses to enroll, or permission of the program director.

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Tyler Junior College requires four semesters to complete the advanced mathematics program. This sequence does not include advanced algebra and plane trigonometry. Students who do not have credit in college algebra (MTH 113A) and plane trigonometry

(MTH 113B) are advised to complete these coursed during the summer preceding their freshman year.

Note: A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence.

A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

MTH 013D Developmental Mathematics (3-0)

A review of fundamental mathematical operations.

MTH 013E Prealgebra (3-0)

Whole numbers, fractions and mixed numbers, decimals, ratio and proportion, percent, denominate numbers, introduction to algebra.

Prerequisite: MTH 013D or acceptable placement test score.

MTH 013L Introductory Algebra (3-0)

A review of fundamental operations in algebra.

Prerequisite: MTH 013E or acceptable placement test score.

MTH 113 Intermediate Algebra (3-0)

Sets, linear equations and inequalities, polynomials, factoring, quadratic equations and inequalities, relations, functions, exponents and radicals, systems of equations.

Prerequisite: MTH 013L or acceptable placement test score.

MTH 113A College Algebra (3-0)

Exponents, functions, inverse functions, exponential and logarithmic functions, theory of equations, systems of equations, matrices, inequalities, ratios, variations, progressions and binomial theorem.

Prerequisite: MTH 113 or acceptable placement test score.

MTH 113B Trigonometry (3-0)

Angular measure, functions of angles, radian measure, derivation of formulas, identities, solution of triangles, equations, inverse functions and complex numbers.

Prerequisite: MTH 113 or 113A or credit in MTH 113 and concurrent enrollment in MTH 113A or acceptable placement test score.

MTH 113G Introduction to Modern Mathematics (3-0)

Sets, topics from elementary number theory, rational numbers, decimals, real number system, systems of numeration, metric system and topics from consumer mathematics.

Prerequisite: MTH 013L or acceptable placement test score.

MTH 113H Mathematics for Electronics (3-0)

The application of mathematics to problem solving in electronics technology, including algebra, trigonometry, logarithms and vector analysis.

Prerequisite: MTH 013E or acceptable placement test score.

MTH 113K Finite Mathematics for Business (3-0)

Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and introduction to linear programming, mathematics of finance.

Prerequisite: MTH 113 or acceptable placement test score.

MTH 113T Applied Trigonometry (3-0)

Rectangular coordinates systems, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.

Prerequisite: MTH 123E or 113.

MTH 123D Computing for Engineers (3-1)

Algorithms, programs and computers in engineering applications with numerical analysis using the FORTRAN language.

Prerequisite: Credit for registration for MTH 213B.

MTH 123E Applied Mathematics (3-0)

Application of whole numbers, non-fractional equations, addition, subtraction, multiplication and division of fractions, fractional equations, graphing, literal fractions and formal rearrangement.

Prerequisite: MTH 013L or acceptable placement test score.

MTH 123G Introduction to Modern Mathematics II (3-0)

Real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, complex and finite number systems and plane geometry.

Prerequisite: MTH 113G.

MTH 123K Mathematical Analysis for Business (3-0)

Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.

Prerequisite: MTH 113K.

MTH 213A Calculus I with Analytic Geometry (3-1)

The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.

Prerequisite: MTH 113A and 113B or acceptable placement test score.

MTH 213B Calculus II with Analytic Geometry (3-1)

Indefinite integral, definite integral with applications including areas, volumes, centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration.

Prerequisite: MTH 213A.

MTH 223 Differential Equations (3-0)

Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.

Prerequisite: MTH 223C.

MTH 223C Calculus III with Analytic Geometry (3-1)

Techniques on integration, polar coordinates, indeterminate forms, improper integral parametric equations, vectors in two and three dimensions, vector representation of lines and planes and vector valued functions.

Prerequisite: MTH 213B.

MTH 223D Calculus IV with Analytic Geometry (3-1)

Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to the calculus of vector fields.

Prerequisite: MTH 223C.

MTH 223S Introduction to Statistics (3-0)

Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.

Prerequisite: MTH 113 or acceptable placement test score.

Medical Laboratory Technician 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill as a medical laboratory technician. Upon completion of the program, the student will be granted an Associate in Applied Science Degree.

The first year of the curriculum is devoted to a combination of liberal arts and clinical laboratory studies on the college campus. In addition to these studies in the second year, courses are included to provide supervised clinical laboratory work experience in hospitals and clinics. All medical laboratory courses must be taken in the proper sequence as listed in the catalog.

Two summer sessions of six weeks each are scheduled in the program. The first summer session will be devoted to liberal arts studies and supervised clinical laboratory experience. During the fourth semester and the second summer session, students will be engaged full time in medical laboratories to gain additional knowledge and skills first-hand. They will be under the general supervision of the faculty employed by Tyler Junior College. Group lectures to enrich the learning processes of the students will be provided.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 "C" will be required

on all medical laboratory technology courses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Science courses taken after application and acceptance to the Tyler Junior College medical laboratory program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

MED 113 Basic for Allied Health Science (3-9)

Introduction to medical laboratory technology and study of hematology.

MED 123 Clinical Microbiology (3-9)

Methods and equipment used in clinical bacteriology.

Prerequisites: MED 113, BIO 114A or permission of program director.

MED 123A Special Clinical Microbiology (3-6)

Methods in parasitology and mycology.

Prerequisites: MED 113, BIO 114A or permission of program director.

MED 123S Clinical Practice I

(8-10) (5 weeks)

Methods in advanced hematology and urinalysis with laboratory applications and basic instruction in the use of computers.

MED 213A Medical Laboratory Techniques I (3-3)

Clinical Immunology with laboratory applications.

MED 213C Clinical Chemistry (3-6)

Chemistry related to the clinical laboratory.

MED 216S Clinical Practice IV

(0-40) (6 weeks)

Clinical laboratory experience in areas of specialization under the supervision of College faculty.

MED 223A Medical Laboratory Technique II (3-6)

Blood banking and coagulation techniques with laboratory application.

MED 226 Clinical Practice II (1-19)

Clinical laboratory experience in A.M. training under the supervision of College faculty.

MED 226A Clinical Practice III (1-19)

Clinical laboratory experience in P.M. training under the supervision of College faculty.

Medical Office Management 5827

The Medical Office Management Program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate in the administrative functions of the medical department/medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a Certificate of Proficiency.

MOM 113 Medical Terminology I (3-0)

An introduction to the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records. (same as MR 113)

MOM 113A Medical Office Procedures I (3-0)

Human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence and other applicable office procedures.

MOM 123 Medical Terminology and Transcription (2-2)

Transcription and management of documents utilizing medical terminology unique to specific body systems.

Prerequisite: MOM 113 or MR 113.

MOM 123A Medical Office Procedures II (3-0)

Bookkeeping systems, pegboard accounting, billing, collections, claims processing, direct claims resolution, insurance terminology, processing of insurance claims, profiles, HICPICS and general guidelines for answering patients' questions about insurance.

Medical Records 5827

MR 113 Medical Terminology I (3-0)

Word elements as building blocks for a medical vocabulary and terms relating to skin, muscle, bone, gastrointestinal, respiratory, heart and blood vessels with special emphasis upon spelling and pronunciation. (same as MOM 113)

MR 123 Medical Terminology II (3-0)

Continued word elements as building blocks for a medical vocabulary and terms related to gynecology, maternal, urogenital, eye, ear, nerves, psychiatric, geriatrics, endocrine and supplementary terms with special emphasis on spelling and pronunciation.

Mineral Land Management 5423

The objective is to provide the student with the fundamental knowledge needed to enable him/her to seek employment as a leasing agent for oil, gas and mineral rights. The program centers around an intensive study of land records as recorded in county court houses and the laws regulating land sales and leasing transactions. Students will also be introduced to map interpretations, boundary location, oil and gas laws and the basic information necessary for property appraisal. Also included are other courses which will assist in leasing transactions.

Students successfully completing the

courses in this nine-month curriculum and who make application in the registrar's office will receive a Certificate of Proficiency.

Mineral Lease Records Technology 5631

Mineral lease records personnel must see that legal contracts for land use are properly negotiated and that all scheduled payments are properly made. These two areas of responsibility require extensive sets of records and controls. Therefore, lease records personnel must be familiar with legal instruments, contracts, ledgers, indexes and various other records. Upon completion of this curriculum the student will be awarded an Associate in Applied Science Degree.

Music

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

General Music Courses

MU 111 Italian Diction (1-2)

A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of the rules governing pronunciation. Examinations will include both written and oral portions.

MU 111E, 121E, 211E, 221E-02 Guitar Ensemble (1-2)

A select group of two to sixteen students which plays special arrangement for guitar "orchestra." Admission by audition.

MU 111F, 121F, 211F, 221F-01 Chamber Singers Small Ensembles (1-2)

A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

MU 111H, 121H, 211H, 221H Harmony and Understanding (0-3)

A highly select vocal pop ensemble. Admission by audition.

MU 111I, 121I, 211I, 221I Instrumental Chamber Ensemble (1-2)

An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to modern music. Admission by audition. Must be concurrently enrolled in band.

MU 111K Class Piano (1-2)

Three hours instruction per week with instructions for beginners in piano using a 12 place electronic piano lab. Fundamentals of proper piano technique, note reading within the great staff, major scales, playing in the keys of C, F, G and simple chording with no previous piano experience.

MU 121P Percussion Class (1-2)

A study of the basic techniques of playing all the percussion instruments with emphasis on the pedagogical aspect.

MU 111T, 121T Elementary Ear Training and Sight Singing (2-1)

Rhythmic, melodic and harmonic dictation in the major and minor modes, sight singing in the treble, bass and C clefs and must be taken concurrently with MU 113T and 123T respectively. Required of music majors.

MU 112B, 122B, 212B, 222B Band (1-4)

The Apache Band is an elite performance ensemble open to all students of the College who qualify by audition. Performance include: field and parade marching, concerts, athletic events and other campus activities

MU 112C, 122C, 212C, 222C Concert Choir (1-3)

A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of

public performances. Open to any student in the College and meets three hours per week.

MU 112O, 122O, 212O, 222O Symphony Orchestra (1-2)

Open to advanced instrumental students who are given practical training in professional orchestral routine in the East Texas Orchestra. Admission by audition. Four hours a week required.

MU 112S, 122S, 212S, 222S Jazz Band (1-2)

The Apache Jazz is an advanced performance ensemble open to students who qualify by audition. Must be currently enrolled in BAND. Performances include: concerts, banquets and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the 1980's.

Theory

MU 113A Music Fundamentals (3-0)

An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

MU 113B Music Appreciation (3-0)

A foundation in enjoyment and understanding of music through the use of recorded music and song literature.

MU 113E Music Curriculum for the Elementary School (3-0)

A study of music content appropriate to elementary school children including vocal characteristics, reading concepts, and examination of recently published materials.

Prerequisite: MU 113A or permission of the instructor.

MU 113L, 123L Introduction to Music (3-1)

A general survey of the development of the art of music designed to provide a basic understanding of the principle periods and styles of music literature, origins, folk music, plainsong, vocal and instrumental forms, jazz and 20th century music. No prerequisites for MU 113L, open to non-music majors but required of music majors.

MU 113T, 123T

Elementary Harmony (3-1)

A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises which must be taken concurrently with MU 111T and 121T respectively.

Prerequisite: Ability to read simple music notation. Required of music majors.

MU 121K Class Piano (1-2)

Continuation of MU 111K with THREE hours instruction per week including ledger lines, dotted rhythm pattern, playing in the keys of D, A, Bb, and hand independence with solo literature including the simpler works of Bach and Mozart.

Prerequisite: Completion of MU 111K or approval of the instructor.

MU 121V Brass Class (1-2)

Basic techniques of playing trumpet, trombone, french horn, baritone, and tuba with emphasis on the pedagogical aspect.

MU 121W, 221W

Musical Theatre Workshop (0-5)

The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MU 211T, 221T Advanced Ear Training and Sight Singing (2-1)

A continuation of dictation and sight singing studies, including the C clefs, modulation, chromatic intervals and must be taken concurrently with MU 213T and 223T respectively.

Prerequisite: MU 121T. Required of music majors.

MU 211W Woodwind Class (1-2)

Basic techniques of playing clarinet, saxophone, oboe, bassoon, flute, and piccolo with emphasis on the pedagogical aspect.

MU 213T, 223T Advanced Harmony (3-1)

A further study of harmony and the introduction to counterpoint, the ninth, eleventh and thirteenth chords, chromatically altered chords, modulation, the decorative material of harmony, modern harmony and must be taken concurrently with MU 211T and 221T respectively.

Prerequisite: MU 123T. Required of music majors.

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two (2) semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one (1) semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two (2) semester hours credit would signify one hour of instruction per week. One (1) semester hour would signify thirty minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the bel canto style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

Organ prerequisite: Piano experience or permission from instructor.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan, and H. Villa-Lobos.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

AMU 111B, 121B, 211B, 221B

Trumpet, Baritone, Trombone, French Horn, Tuba—Secondary or Elective

Applied music with private instruction.

AMU 111K, 121K, 211K, 221K

Piano—Secondary or Elective

Applied music with private instruction.

AMU 111O, 121O, 211O, 221O

Organ—Secondary or Elective

Applied music with private instruction.

AMU 111P, 121P, 211P, 221P

Percussion—Secondary or Elective

Applied music with private instruction.

AMU 111S, 121S, 211S, 221S Violin, Cello, Double Bass, Harp, Guitar, Electric Bass—Secondary or Elective

Applied music with private instruction.

AMU 111V, 121V, 211V, 221V

Voice—Secondary or Elective

Applied music with private instruction.

AMU 111W, 121W, 211W, 221W

Flute, Clarinet, Oboe, Saxophone, Bassoon—Secondary or Elective

Applied music with private instruction.

AMU 112B, 122B, 212B, 222B Trumpet, Baritone, Trombone, French Horn, Tuba—Concentration or Elective

Applied music with private instruction.

AMU 112K, 122K, 212K, 222K

Piano—Concentration or Elective

Applied music with private instruction.

AMU 112O, 122O, 212O, 222O

Organ—Concentration or Elective

Applied music with private instruction.

AMU 112P, 122P, 212P, 222P

Percussion—Concentration or Elective

Applied music with private instruction.

AMU 112S, 122S, 212S, 222S Violin, Cello, Double Bass, Harp, Guitar, Electric Bass—

Concentration or Elective

Applied music with private instruction.

AMU 112V, 122V, 212V, 222V

Voice—Concentration or Elective

Applied music with private instruction.

AMU 112W, 122W, 212W, 222W

Flute, Clarinet, Oboe, Saxophone, Bassoon—Concentration or Elective

Applied music with private instruction.

AMU 113B, 123B, 213B, 223B

Trumpet, Baritone, Trombone, French Horn, Tuba—Major

Applied music with private instruction.

AMU 113K, 123K, 213K, 223K

Piano Major

Applied music with private instruction.

AMU 113O, 123O, 213O, 223O

Organ Major

Applied music with private instruction.

AMU 113P, 123P, 213P, 223P

Percussion Major

Applied music with private instruction.

AMU 113S, 123S, 213S, 223S

Violin, Cello, Double Bass, Harp, Guitar—Major

Applied music with private instruction.

AMU 113V, 123V, 213V, 223V

Voice Major

Applied music with private instruction.

AMU 113W, 123W, 213W, 223W

Flute, Clarinet, Oboe, Saxophone, Bassoon—Major

Applied music with private instruction.

"TJC's personal atmosphere makes learning more enjoyable, while offering a lot of recreational and social activities, at the same time."

Dana Zambon, sophomore journalism major

What You Can Expect 107

Nursing, Associate Degree (ADN) 8021

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care facility.

Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups with commonly recurring health problems. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an Associate in Applied Science Degree in Nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

Since applicants must meet the admission criteria of the program, application must be made directly to the program director. Selection for enrollment is based on acceptance to the College, ACT or College Board (SAT) scores, reading level, math ability, prior educational achievement, personal references and health status.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Science courses taken after application and acceptance to the Tyler Junior College associate degree nursing program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

All science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

NSG 113N Introductory Nursing Nutrition (3-0)

Principles of normal nutrition to meet the needs of the ill.

NSG 113P Nursing Pharmacology (3-0)

Concepts of basic nursing pharmacology.

NSG 112A Special Topics (2-0)

Theory of nursing process, nursing math, peri-operative care, eye, ear, oncology, grief and death and clinical application incorporated into NSG 117A.

Prerequisite: Acceptance to the ADN Program. Concurrent enrollment in NSG 117A and BIO 114D*.

NSG 115 LVN Transition (3-5)

Expansion of knowledge base and nursing skills through the study of the nursing process, therapeutic communication, fluid and electrolytes and selected medical-surgical conditions in adult patients.

Prerequisites: Acceptance to the ADN Program with approval based on special criteria, BIO 114D, 124D and eligibility for placement into second year nursing courses the following semester.

NSG 117A Nursing I (3-13)

Nursing care of adults with medical-surgical disorders including stages of illnesses, activities of daily living, asepsis, pharmacology, communication skills and laboratory application of NSG 112A.

Prerequisites: Acceptance to the ADN Program. Concurrent enrollment in BIO 114D* and NSG 112A*.

NSG 129 Nursing II (5-13)

Nursing care of adults with medical-surgical disorders of GI, MS, GU, respiratory and endocrine systems.

Prerequisites: NSG 112A, 117A and BIO 114D. Concurrent enrollment in BIO 124D*.

NSG 225 Nursing III (5-17/8 weeks)

Expansion of student skills through maternity and gyn nursing.

Prerequisites: First year and concurrent enrollment in BIO 114A*.

NSG 225A Nursing IV (5-17/8 weeks)

Care of children with medical-surgical problems.

Prerequisite: First year and concurrent enrollment in BIO 114A*.

NSG 235 Nursing IV (5-17/8 weeks)

Care of clients with common behavior deviations

Prerequisites: First year, BIO 114A and concurrent enrollment in 3 hour elective*.

NSG 235A Nursing VI (5-17/8 weeks)

Incorporates care of clients with neuro and cardiac problems with role transition.

Prerequisites: First year, BIO 114A and concurrent enrollment in 3 hour elective*.

**Current enrollments are required unless previously completed with a "C" or better.*

Nursing, Vocational (VNE) 7821

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a Certificate of Proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of selected patients.

After successful completion of the one-year curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of training approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Enrollment in TJC's vocational nursing program is limited. Those applying for admission must make application directly to the director of the program.

The Admissions Committee selects the class on the basis of high school records, and test results.

A vocational nursing student must maintain a minimum of a "C" in every

vocational nursing course in order to graduate.

Students who do not successfully complete one or more prerequisite courses in any semester may apply to repeat those courses the next time they are offered.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program (after three semesters) by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal.

After two years, students who have withdrawn have the option of taking the most current final examination for courses previously completed and scoring 76 percent or better on each final, or students may repeat all courses.

Readmission to the program is dependent upon available space.

VNE 113 Health Maintenance (3-0)

Principles of good nutrition and basic concepts of mental health.

VNE 114 Science for VNE (4-1)

Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VNE 114A Medical-Surgical Nursing I (4-2)

Orientation to nursing, professional ethics, legal aspects, nursing process, drug classification and selected physiologic maladaptations.

VNE 116 Essentials of Nursing (4-13)

Basic knowledge and skills utilizing the nursing process as well as the calculation and administration of medications.

VNE 123 Nursing Care of Children (2.3-4.05)

Disorders, diseases and normal growth and development from birth to adolescent.

Prerequisite: All fall semester courses.

VNE 123A Maternity Nursing (2.3-4.05)

Biopsychosocial aspects of client during pre natal and post partum periods.

Prerequisite: All fall semester courses.

VNE 128 Medical-Surgical Nursing II (4-20.8)

Nursing process continued in selected physiologic maladaptations.

Prerequisite: All fall semester courses.

VNE 137 Long Term Care Nursing (3-17)

The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.

Prerequisite: All fall and spring semester courses.

VNE 137A Community Health Nursing (3-17)

Nursing process in promotion of community health, mental illness and substance dependency problems.

Prerequisite: All fall and spring semester courses.

Office Technology 5824

The curriculum in office technology offers two options designed to qualify students for employment in a variety of business office settings. Upon completion of either option, a student may receive an Associate in Applied Science Degree.

A student who completes all courses listed in the first two semesters of either option may receive a Certificate of Proficiency in Office Technology.

OFT 112T Keyboarding (2-1)

Use of the alphabetic, numeric, and symbol keys is taught utilizing a software package. The touch system of keyboarding will be emphasized along with speed and accuracy. Formatting simple business documents will be covered.

OFT 113F Office Procedures (3-0)

Concepts of operating an automated office through the use of trained personnel, proper procedures and automated equipment.

OFT 113M Business Math/Calculators (3-0)

Mathematical principles used in business are applied utilizing electronic calculators.

OFT 113R Business English (3-0)

Grammar, punctuation, spelling and capitalization as applied in written business communications.

OFT 113S Elementary Shorthand (3-3)

Introduction to Gregg Shorthand including reading, writing, theory principles, brief forms, dictation and

transcription.

Prerequisite: OFT 113R or concurrent enrollment or high school typing.

OFT 113T Beginning Typewriting (3-3)

Mastery of the keyboard by the touch system, formatting business letters, manuscripts tables and other documents.

OFT 113W Word Processing (2-2)

Word processing concepts and machine functions are developed using a specific software package. Creation, editing, and printing of business documents will be emphasized along with the special features of the software package being taught.

Prerequisite: OFT 112T or higher level of typewriting.

OFT 122 Machine Transcription (1-2)

Entry-level job skills for the production of mailable transcripts from machine dictation.

Prerequisite: OFT 113T or high school typing.

OFT 123C Business Communications (3-0)

Application of letter-writing principles to inquiries and replies, credit and sales letters, adjustments, collections and business reports.

OFT 123S Intermediate Shorthand (3-3)

Review of Gregg shorthand theory, development of dictation speed and transcription skills for producing mailable documents.

Prerequisite: OFT 113S or high school shorthand: OFT 113T or high school typing.

OFT 123T Intermediate Typewriting (3-3)

Development of speed and accuracy along with the production of business documents.

Prerequisite: OFT 113T or high school typing.

OFT 123W Word Processing I (2-2)

Hands-on experience utilizing professional software package to produce business documents, on an IBM or Compatible.

Prerequisite: OFT 113T or high school typing.

OFT 213A Specialized Software (2-2)

Business applications are performed using an integrated software package. Students will prepare business documents which require the use of word processing system, a spreadsheet, and a dataBase.

Prerequisite: A word processing course or approval of the program director.

OFT 213C Comparative Word Processing (3-0)

"Hands-on" comparative analysis and use of word processing packages.

Prerequisite: Knowledge of keyboard recommended.

OFT 213F Advanced Office Procedures (3-0)

Skills needed to manage travel, organize meetings and conferences, manage records and keep accurate financial data.

OFT 213S Advanced Shorthand (3-3)

This course places emphasis on speed building, mailable transcription and office style dictation.

Prerequisite: OFT 123S or 123T.

OFT 213T Advanced Typewriting (3-3)

Specialized projects which emphasize document organization, business forms and letters.

Prerequisite: OFT 123T or permission of program director.

OFT 213W Word Processing II (2-2)

A Professional software package is used to produce form documents, boilerplate paragraphs, mailmerge letters and other business documents.

Prerequisite: OFT 113T or high school typing.

OFT 213Y Special Topics (3-0)

Topics that reflect the needs of the business community.

OFT 223A Internship (1-20)

On the job training in a business office.

Prerequisite: Sophomore year or approval of the program director and division dean and an approved business office.

OFT 223D Desktop Publishing (2-2)

Concepts and practical applications are taught using a software package. Page layouts, repagination, merging of graphics and text, and utilization of different font styles are emphasized.

Prerequisite: A word processing course.

OFT 223F Administrative Office Management (3-0)

Develops an understanding of labor/management relations while stressing the service responsibility of the office to collect, process, store and retrieve information.

OFT 223W Word Processing (3-1)

Hands-on experience utilizing a software package frequently used by business organizations. Mailmerge, document storage and management, as well as advanced word processing functions will be emphasized.

Prerequisite: OFT 112T or higher level or typewriting.

OFT 223Y Special Topics (3-0)

Topics that reflect the needs of the business community.

Optician Technician 8037

The curriculum for optician technician represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices; to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt and fit eyeglasses or contact lenses to the human face for the aid of correction of visual or ocular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

All required courses of the Optician Technician curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed. Students successfully completing this one-year program are awarded the Certificate of Proficiency.

OD 112 Office Procedures, Ethics and Insurance (2-0)

Retail office procedures, ethics, layout, laboratory, insurance programs and claim forms.

Prerequisite: Admittance to program.

OD 113A Anatomy and Physiology of Eye (3-0)

Eye structure and function with emphasis on cornea and visual stimuli.

Prerequisite: Admittance to program.

OD 113C Optics I (3-0)

Light behavior and effect lenses have on light.

Prerequisite: Admittance to program.

OD 114 Ophthalmic Materials Lab I (4-8)

Ophthalmic terms, lens design and surface powers relating to refracting errors, grinding lens surface, computing lens curves and lens power measuring instruments.

Prerequisite: Admittance to program.

OD 115 Applied**Laboratory (1-39) (6 weeks)**

Supervised laboratory designed to provide the student with an integration of skills in a retail and applied laboratory setting.

Prerequisite: Successful completion of all first and second semester courses.

OD 116 Ophthalmic Dispensing I (6-3)

Refractive errors, lens aberration and effects, safety lens, prisms, anatomy optics and bifocal fitting procedures.

Prerequisite: Admittance to program.

OD 123C Contact Lenses (3-3)

Contact lens materials, fitting techniques and responsibilities.

Prerequisite: Successful completion of OD 114, 116, 113A and 113C.

OD 123D Seminar (3-0)

Preparation for the State and National Certification Exam.

Prerequisite: Successful completion of all first semester courses.

OD 123E Optics II (3-3)

Application of lens equations, optics of spheres, cylinders, prism, surface charts and tools.

Prerequisite: OD 113C.

OD 123F Ophthalmic Materials and Lab II (3-3)

Advanced use of tools, machinery, hand edging, mounting lenses and quality control.

Prerequisite: OD 114.

OD 124 Ophthalmic Dispensing II (3-6)

Dispensing procedures, technique for fitting frames and study of materials.

Prerequisite: OD 116.

Ornamental Horticulture 5026

Ornamental Horticulture describes a range of occupations dealing with the propagation and production of ornamental plants in both fields and greenhouses, and the sale and use of trees, shrubs, flowers, garden plants and turf.

Students completing this program of instruction can look forward to careers that improve and beautify our environment. This program leads to the Associate of Applied Science Degree.

HRT 113A Landscape Plant Materials (3-3)

Identification, classification, characteristics and landscape use of shrubs, vines, ground covers, flowers and landscape trees.

HRT 113S Seminar/Cooperative Training (1-33) (5 weeks)

A training plan will be developed for each student for their on-the-job training.

Prerequisite: Completion of 15 hours of HRT courses.

"The tennis tech program can only be found at TJC. It is one of the best programs in the world. That is one of the main reasons I chose TJC."

David Heard, freshman
tennis teaching major

HRT 123A Herbaceous and Tropical Plants (2-4)

Identification, culture, use of ornamental herbaceous plants in homes, indoor and outdoor gardens, shopping malls and other commercial buildings and conservatories.

HRT 123B Floral Design I (2-4)

Basic principles of floral design using fresh flowers and other materials to create basic corsages, boutonniers, homecoming mums and floral arrangements.

HRT 123C Landscape Maintenance (2-4)

Equipment and practices used in professional grounds maintenance programs, turfgrass establishment and maintenance of trees, shrubs and ground covers.

HRT 213 Greenhouse Horticulture (2-4)

Construction and operation of horticulture production structures, e.g., greenhouses, hot beds and cold frames.

HRT 213A Nursery Operations (3-3)

Layout, organization of staff and physical facilities used in wholesale, retail, field production, landscape and garden center nurseries in Texas. Legal requirements for starting a nursery in Texas.

HRT 213C Floral Design II (2-4)

Principles of floral arrangement design utilizing silk, fresh, dried and cut flowers.

Prerequisite: HRT 123B or consent of program director.

HRT 213E Greenhouse Crop Production (2-4)

Problems and problem solving techniques used in the greenhouse industry, actual production of bedding plants, foliage plants and floral crops.

HRT 214 Fundamentals of Design and Landscaping (3-6)

Basic principles, practices and concepts of landscape design, preparation of plan, specifications and cost estimates.

Prerequisite: HRT 113A or consent of program director.

HRT 223D Landscape Development (2-4)

Planning of landscape operations, installation, care of plant materials, construction of landscape features, installation of drainage and irrigation systems.

HRT 223P Horticulture Pest Controls and Chemicals (3-3)

Commercial methods of plant problem diagnosis and treatment, insect identification, plant diseases, appropriate treatments, chemicals and fertilizers used in horticulture industry.

HRT 223 Ornamental Crop Production (2-4)

Advanced methods in nursery and greenhouse crop production, container grown plants, selected pot plant and field production.

Philosophy

PHI 113 Introduction to Philosophy (3-0)

A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHI 213 Introduction to Ethics (3-0)

A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MTH 113A and 113B are encouraged to take these courses in the summer so that they may enroll in MTH 213A in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

PHY 113 Physics Problems (3-0)

General physics with emphasis on problem solving. Computational skills using basic algebra, trigonometry, and the electronic calculator will be an integral part of this course.

PHY 111 Physics Problems Laboratory (0-3)

A lab designed in the field of mechanics, fluids, heat, vibrations, electricity and optics to illustrate real-world applications of concepts taught in Physics Problems 113.

PHY 113D Statics and Strength of Materials (3-0)

Fundamentals of statics, resultant and equilibrant of forces, moments, friction, strength of materials, material properties, joint analysis, beams, columns, combined stresses and torque.

PHY 114B General Physics (3-3)

Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics.

PHY 123 Physics Problems II (3-0)

A continuation of PHY 113 with an emphasis on electricity, magnetism and modern physics.

Prerequisite: PHY 113.

PHY 124A Mechanics (3-3)

A calculus based course for the students who intend to major in physics, chemistry, mathematics or engineering.

Prerequisite: Credit or registration for MTH 213A.

PHY 124B General Physics (3-3)

A continuation of PHY 114B including electricity and magnetism, light and modern physics.

Prerequisite: PHY 114B.

PHY 214A Advanced Physics (3-3)

Heat, wave-motion, optics and atomic phenomena.

Prerequisite: PHY 124A and credit or registration for MTH 213B.

PHY 224A Advanced Physics (3-3)

Includes electricity and magnetism. Required of all engineering majors.

Prerequisite: PHY 124A and credit or registration for MTH 213B.

Postal Management 9624

This program provides two years of courses in postal service leading to an Associate in Applied Science Degree.

The first two semesters are a detailed study of the theory and operations in postal service. These courses and other related courses may be taken by any student. During the last two semesters, two seminars and on-the-job training are required and only postal service employees may enroll for these two seminars.

Students are provided with a fundamental knowledge of various departments of the postal service and the guidelines of postal regulations and operational procedures.

PMT 113 Introduction to the Postal Service (3-0)

A history of the U.S. Postal Service and the structure of the service before the Postal Reorganization Act of 1970.

PMT 113A Mail Processing (3-0)

A detailed survey covering mail classification and rates, service standards, ODIS, distribution systems and objectives and responsibilities of mail processing.

PMT 123 Postal Rules and Regulations (3-0)

An investigation of the line activities of postal operations, regulations and the implementation of regulations.

PMT 123A Postal Customer Service (3-0)

Discusses customer relations, retailing postal products and how to manage professional window service operations.

PMT 213 Postal Accounting and Finance Procedures (3-0)

A review of postal accounting with emphasis on long and short range budget techniques.

PMT 213S Training and Employee Development Seminar I (1-20)

The techniques in job instruction training, principles of learning and persuasive devices to accomplish given objectives in postal training. Seminars are not eligible for veteran's benefits.

PMT 223 Postal Management and Supervision (3-0)

The supervisor's role in planning, staffing, organization principles and their relation to the daily tasks of postal managers.

PMT 223A Employee and Labor Relations (3-0)

Collective bargaining procedures, union/labor laws, arbitration, grievance procedures and contract construction.

PMT 223S Postal Problems and Analysis Seminar II (1-20)

The art and science of problem solving with a focus on employee and labor relations. Seminars are not eligible for veteran's benefits.

Psychology

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

PSY 111 Freshman Orientation (1-0)

Designed to help students adjust to college life with emphasis on developing effective study skills, wise educational choices and appropriate social and personality development. Required of full time beginning students. Offered each semester and in special summer sessions.

PSY 013 Personal Development (3-0)

Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

PSY 213 Introductory Psychology (3-0)

Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

PSY 213A Social Psychology (3-0)

The study of individual behavior within the social environment.

PSY 223 Applied Psychology (3-0)

Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSY 223A Child Growth and Development (3-0)

The stages in the process and the physical, social, mental and emotional factors which influence growth and development of children up to adolescence.

Radio/Television

(See also R/TV courses listed in Journalism)

RTV 113 Radio/Television Announcing (3-0)

Principles of announcing, experience with various types of announcing and the study of voice, articulation, pronunciation and delivery.

RTV 123A Audio/Radio Production (2-2)

Concepts and techniques of sound production including coordinating and directing processes. Emphasis on "hands-on" experience with equipment, sound sources and talent directing.

RTV 123B Television Production (3-3)

Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

RTV 213 Practicum in Electronic Media (3-3)

Lecture and lab instruction and "hands-on" practice using electronic media.

"The HPE Center is unequalled anywhere. The equipment is modern and the facilities are great."

Tami Egloff, freshman
physical education major

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technicians in diagnostic medical radiography. The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at Medical Center Hospital, Mother Frances Hospital and other assigned affiliates under the direction of radiologists, directors of radiology departments and clinical educators.

The minimum time for program completion is 24 months. A minimum grade of 75 will be required on all radiologic technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Since enrollment in this program is necessarily limited, those seeking admission must make their application directly to the director of the program.

XRT 111 Methods of Patient Care (1-0)

Includes nursing procedures and techniques used in general care of patients.

Prerequisite: Admittance to program.

XRT 113 Radiologic Technology I (3-4)

An introduction to radiologic technology with laboratory sessions in an on-campus, energized laboratory.

Prerequisite: Admittance to program.

XRT 113B Human Structure and Function I (3-0)

Basic structure and function of the human body.

Prerequisite: Admittance to program.

XRT 113C Clinical Education I (3-16)

Clinical participation in routine radiographic, darkroom, office procedures and use and care of equipment.

Prerequisite: Admittance to program.

XRT 116S Clinical Education III (1-36)

Continuation of Clinical Education II with completion of competencies involving general radiography.

Prerequisite: XRT 123C.

XRT 123A Radiologic Technology II (3-4)

A continuation of Radiologic Technology I including positioning, radiographic exposure and medical terminology.

Prerequisite: XRT 113.

XRT 123B Human Structure and Function II (3-0)

A continuation of Human Structure and Function I including transverse and topograph anatomy.

Prerequisite: XRT 113B.

XRT 123C Clinical Education II (3-21)

A continuation of Clinical Education I. Clinical rotations in general radiography and assistance with contrast media studies.

Prerequisite: XRT 113C.

XRT 211 Clinical Education IV (1-27)

A continuation of Clinical Education III with rotations in areas of specialization.

Prerequisite: XRT 116S.

XRT 212S Seminar (3-0)

Medical radiography subject areas discussed and preparation of student for employment interviews.

Prerequisite: XRT 223A.

XRT 213A Radiobiology and Protection (3-0)

A study of radiation protection and radiation biology.

Prerequisite: PHY 123.

XRT 213B Imaging (3-0)

Methods of producing various diagnostic images.

Prerequisite: XRT 123A and 123B.

XRT 213C Radiologic Technology III (3-0)

A continuation of Rad Tech II including special procedures, pediatric radiography and advanced radiographic exposure.

Prerequisite: XRT 123A.

XRT 216S Clinical Education VI (1-36)

A continuation of Clinical Education V and completion of all competencies.

Prerequisite: XRT 221.

XRT 221 Clinical Education V (1-27)

A continuation of Clinical Education IV.

Prerequisite: XRT 211.

XRT 221A Department**Administration (1-0)**

Organization, function, supervision and financial arrangements of radiology department.

Prerequisite: Concurrent enrollment in XRT 222.

XRT 222 Quality Assurance (2-0)

An introduction to evaluation methods for assuring consistency in radiography.

Prerequisite: XRT 213C.

XRT 222A Pathology (3-0)

Concepts of disease as it relates to radiographic procedures.

Prerequisite: XRT 123A.

XRT 223A Radiologic**Technology IV (3-0)**

A continuation of Radiologic Technology III including advanced positioning, ethics, and the legal aspects of the profession.

Prerequisite: XRT 213C.

Reading

NOTE: An exit-level test must be passed in each developmental reading course in order to continue in the reading sequence.

RDG 011R Reading Laboratory (1-2)

Designed to improve proficiency in reading comprehension, rate, word recognition and vocabulary development. (Taken concurrently with RDG 013R)

RDG 013R Developmental Reading I (3-0)

Improving **basic** reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying local reading placement test scores.)

RDG 023R Developmental Reading II (3-0)

Improving **intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.

(Required of students who do not present qualifying local reading placement test scores.)

RDG 033R Developmental Reading III (3-0)

A continuation of **Intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.

RDG 013S College Study Skills (3-0)

Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

RDG 113D Advanced Reading (3-0)

Emphasizes the increased development of speed and comprehension skills in reading.

Real Estate Management 5423

Students successfully completing this program receive the Associate in Applied Science Degree.

The curriculum is designed with formal classroom study combined with case studies and actual work experience to give the student a sound background for a career in the real estate industry as a real estate salesman, petroleum landman, land title insurance agency, property insurance agent or a wide variety of other real estate oriented careers.

The program provides an opportunity for students to complete the educational requirements for the Texas Real Estate Salesman or Broker's License and/or the Fire and Casualty Local Recording Agent's License.

REM 113 Principles of Real Estate (3-0)

Survey course in real estate fundamentals including Fair Housing, Equal Credit Opportunity Act and Community Reinvestment Act. Meets Real Estate Commission requirements.

REM 113B Introduction to Land Records (3-0)

A study of the history of Texas land titles including ownership interest, methods of conveying and limiting factors to ownership.

REM 113D Real Estate Mathematics (3-0)

A review of basic arithmetic skills as applied to real estate problems. Meets Real Estate Commission requirements.

REM 113E Real Estate Marketing (3-0)

A study of the principles of marketing real estate including communication skills and the relationship of agent to buyer and seller. Meets Real Estate Commission requirements.

REM 123 Real Estate Law (3-0)

A study of Texas real estate laws. Meets Real Estate Commission requirements.

REM 123A Real Estate Finance (3-0)

An analysis of factors effecting mortgage money, sources of mortgage money, mortgage instruments and types of loans. Meets Real Estate Commission requirements.

REM 123B Real Estate Appraisal I (3-0)

An understanding of the principles used in estimating the value of real property. Meets Real Estate Commission requirements.

REM 123L Real Estate Law Contracts (3-0)

A study of joint lawyer-broker committee and the promulgated contracts. Meets Real Estate Commission requirements.

REM 213 Methods in Title Investigation (2-2)

A discussion of the recording system, abstract plants and actual practice in using recorded instruments.

Prerequisite: REM 113B or consent of program director.

REM 213B Fire and Casualty I (3-0)

Covers fire and casualty insurance and general liability. Meets requirements toward recording agents license.

REM 213C-223C Real Estate Internship (1-20)

For students enrolled in Estate-Management program. Provides work experience in real estate or related office.

REM 213D Real Estate Appraisal II (2-2)

The application of principles of Appraisal I and Advanced Methods of Appraisal for commercial and farm properties.

Prerequisite: REM 123B or consent of program director.

REM 213E Land Title Problems (2-2)

A determination of surface, mineral and royalty ownership and a correction of title defects by use of corrective instruments.

REM 213L Oil and Gas Law (3-0)

Introduces the legal principles involved in businesses related to oil and gas and with the general principles of substantive law concerning oil and gas jurisprudence.

REM 223 Property Management (3-0)

Stresses the management, maintenance, rehabilitation, purchase and sale of residential, commercial and industrial properties. Includes leases, rehabilitation, insurance, tax aspects, record keeping, public relations and advertising.

REM 223A Real Estate Title Insurance, Abstracts, Escrow, and Closing Procedures (3-0)

A case study of escrow and closing procedures including methods of title evidence.

REM 223B Real Estate Brokerage (3-0)

Covers management functions of a real estate firm and the laws of agency. Meets Real Estate Commission requirements.

“At TJC you receive much more than lecture time. You can actually be trained in your chosen field and gain experience before you go out into the working environment. That gives TJC students the edge.”

Shelly Hulsey, *sophomore journalism major*

REM 223D Fire and Casualty II (3-0)

A continuation of Real Estate 213B.

Meets requirements for local recording agents license.

Prerequisite: REM 213B.

REM 223E Contracts and Negotiable Instruments (3-0)

Covers the mineral lease and negotiable instruments of the oil and gas industry.

Prerequisite: REM 213E or consent of program director.

REM 223F Real Estate**Investment and Taxation (3-0)**

The concepts of investing in real estate and analyzing the tax advantages. Meets Real Estate Commission requirements.

REM 223G Railroad**Commission Filings (3-0)**

Development of the Railroad Commission's Oil and Gas Division with hands-on use of selected forms.

Prerequisite: REM 223E or consent of program director.

REM 223L Land Records**Management (3-0)**

A study of the necessary technology needed to meet the obligations in the oil and gas leases, agreements and contracts.

Recreation: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and care and maintenance of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an Associate in Applied

Science Degree with a major in tennis teaching.

REC 112L Tennis Teaching Lab I (0-15)

On court teaching skills with an emphasis placed on individual lessons.

REC 112S Summer Tennis Experience (2-0)

Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

REC 113 Individual Tennis Instruction (3-0)

A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory of the individual.

REC 113S Tennis Seminar I (3-0)

A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

REC 114S Summer Tennis Experience (1-39)

Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and evaluation of the work assigned.

REC 122L Tennis Teaching Lab II (0-15)

Technical equipment as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills.

REC 123A Scientific Approach to Tennis Teaching (3-0)

An analysis of tennis from a scientific viewpoint with information based on recent up-dated information by research studies of prominent tennis physicists and biomechanics.

REC 123G Group Dynamics of Tennis Instruction (3-0)

Designed to acquaint the tennis professional with the infinite variables in teaching, programming and handling groups.

REC 123S Tennis Seminar II (3-0)

A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies day, ladders, tournaments, leagues and social events as well as the construction of the overall program.

REC 213C Tennis Camp and Club Management (3-0)

The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

REC 212L Tennis Teaching Lab III (0-15)

Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as off-court procedures of the tennis professional.

REC 213S Tennis Seminar III (3-0)

An emphasis placed on sport medicine ranging from injury prevention exercises to diet and performance.

REC 222L Tennis Teaching Lab IV (0-15)

A survey of tennis management at various clubs with the student contributing to creative and innovative lessons and programming as well as a continuation of court skills and off-court procedures of the tennis professional.

REC 223E Contemporary Concepts in Tennis Instruction (3-0)

Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

REC 223S Tennis Seminar IV (3-0)

A study of essential elements and basic principles involved in the organization, supervision and operation of a tennis pro-shop including the design, lay-out and construction of various tennis facilities.

Respiratory Therapy 8025 (Cardiopulmonary Technology)

Respiratory Therapy offers two programs which prepare individuals for an allied health specialty in clinical care and management of respiratory disorders. The 12-month program leads to a Certificate of Proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technician board examination. The 24-month program graduates a student with an Associate in Applied Science Degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the certificate program is included in the Registry Curriculum which is expanded with academic courses. These didactic courses include biology, chemistry, mathematics and English. Respiratory therapy courses consist of classroom, laboratory and supervised hospital experiences. The Certification and Registry programs have full accreditation from the Joint Review Committee on Respiratory Therapy Education (JRCRTE).

Since enrollment in this program is limited, those applying for admission must make application with the program director.

Science courses taken after application and acceptance to the Tyler Junior College respiratory therapy program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Persons who are certified respiratory technicians (CRTT) have an alternate means of becoming Registry eligible. A CRTT with 62 credit hours which include courses in anatomy, physiology, chemistry, biology, microbiology, math and physics, may become eligible to sit the Registry examination. The curriculum may be taken to obtain an Associate in Applied Science Degree. See the program director for details. Selected respiratory courses are

***"TJC was a great way to
begin my college career!"***

**Philana McNeely, freshman
music major**

periodically offered in the evening.

All required courses of the Respiratory Therapy curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed.

RT 112 Cardiopulmonary Anatomy and Physiology I (2-1)

Aspects of the heart, lungs, kidneys and brain related to respiratory care practice.

Prerequisite: Admittance to program.

RT 112S Equipment Instrumentation (4-8)

Advanced level of respiratory care equipment characteristics and operation.

Prerequisite: Program director approval.

RT 113 Basic Skills (3-0)

Basic scientific concepts related to respiratory care.

Prerequisite: Program director approval.

RT 114 Clinical Orientation (3-12)

Theory, clinical application of basic respiratory care procedures and responsibilities.

Prerequisite: Admittance to program and concurrent enrollment in RT 114A.

RT 114A Technology I (3-4)

Theory and laboratory application of basic respiratory care procedures.

Prerequisite: Admittance to program and concurrent enrollment in RT 114.

RT 115S Clinical Experience I (7-32)

A continuation of RT 123.

Prerequisite: RT 121, 122, 123, 123A, 124.

RT 121 Pediatric Care (1-0)

Theory and application of respiratory care for pre-adult patients.

Prerequisite: RT 112, 114 and 114A.

RT 122 Pharmacology I (2-0)

Entry level aspects of respiratory care pharmacology.

Prerequisite: Program director approval.

RT 123 Clinical Laboratory (0-16)

A continuation of RT 114.

Prerequisite: RT 114, 114A and concurrent enrollment in RT 124.

RT 123A Pathology (3-0)

Theory and application of respiratory care related to diseases.

Prerequisite: RT 112, 114 and 114A.

RT 124 Technology II (3-4)

A continuation of RT 114A.

Prerequisite: RT 112, 114 and 114A.

Concurrent enrollment in RT 123.

RT 125S Clinical Experience II (7-32)

A continuation of RT 115S.

Prerequisite: RT 115S.

RT 213 Clinical Practice I (0-16)

A continuation of RT 123 and 112S with emphasis on advanced-level application of respiratory care procedures.

Prerequisite: RT 123, 115S and 125S or graduate from certification program.

RT 213A Advanced Cardiopulmonary Topics (3-0)

Advanced-level respiratory care topics.

Prerequisite: RT 122, 123A and 124.

RT 213B Seminar and Care Planning (8-3)

Advanced-level respiratory care topics and care plans.

Prerequisite: RT 223.

RT 213S Clinical Practice III (0-29)

A continuation of RT 223.

Prerequisite: RT 223.

RT 214 Technology III (3-3)

Advanced technology.

Prerequisite: RT 112S and 124 or graduation from certification program.

RT 223 Clinical Practice II (0-12)

A continuation of RT 213.

Prerequisite: RT 213.

RT 223A Applied Cardiopulmonary Pathology (3-0)

A continuation of RT 123A with advanced-level emphasis.

Prerequisite: RT 123A.

RT 223B Management and Education (3-0)

Theory and application of management and educational aspects of respiratory care practice.

Prerequisite: RT 213 and 214 or program director approval.

RT 226S Clinical Practice IV (8-32)

A continuation of RT 213S.

Prerequisite: RT 213S.

Sociology

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

SOC 213 Introduction to Sociology (3-0)

Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

SOC 213A Marriage and Family (3-0)

An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

SOC 223 Social Problems (3-0)

An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

SOC 223A Current Issues in Sociology (3-0)

An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

SOC 223B Introduction to Social Work (3-0)

Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work.

*"The people who say
TJC is not a "real" college,
must not be students here.
I find the campus friendly,
the courses stimulating,
and the teachers extremely
helpful."*

*Susan Ward, sophomore
elementary education major*

Speech/Theatre

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

Speech Courses

SPH 111F, 121F, 211F, 221F (0-3)

For students interested in speech and theatre activities including various events of festivals and tournaments and the opportunity for participation in these contests.

SPH 113C Voice and Diction and Phonetics (3-0)

The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Counts toward both a speech and theatre major.

SPH 123A Oral Interpretation (3-0)

Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms. Counts toward a speech and theatre major and offered every semester.

SPH 113 Public Speaking (3-0)

Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills. Offered every spring.

SPH 113A Introduction to Speech Communication (3-0)

Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPH 113B Speech for Prospective Teachers (3-0)

Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. No credit for both SPH 113A and 113B.

SPH 223A Business and Professional Speaking (3-0)

Types and techniques of speeches most common to business and professional people including theory and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPH 213I Interpersonal Communication (3-0)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

Theatre Courses

THE 123B Fundamentals of Acting (2-4)

Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

THE 123C Introduction to Technical Production (3-3)

A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

THE 123M Makeup (3-0)

Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

THE 213A Introduction to the Theatre (3-0)

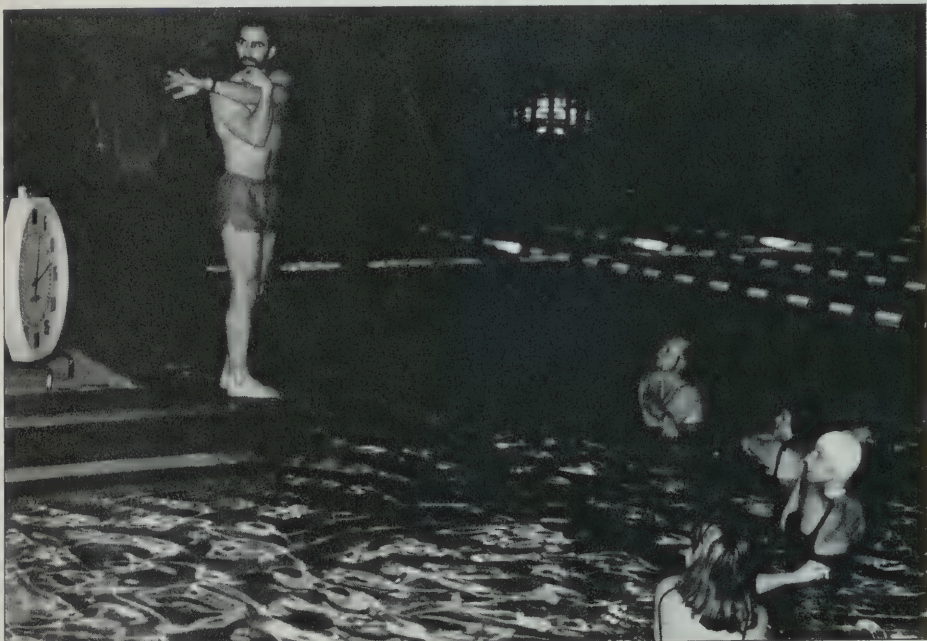
Covers the introductory study of theatre arts including an elementary study of play analysis, playwriting and dramatic criticism techniques of modern theatre practice in acting, directing, scene design and lighting.

THE 213B Acting II (2-4)

A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

THE 113W-123W Theatre Workshop (3-0)

Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.



Students have year-round use of the aquatic area in the new HPE Center.

Surveying

Students successfully completing this program receive the Associate in Applied Science Degree.

Surveying at Tyler Junior College was initiated at the request of land surveyors in the East Texas area. The courses offered are designed to teach the students the basic elements of surveying theory and to afford them enough supervised practice to enable them, in two years time, to become useful apprentices to this industry. Land surveying as such is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. Other phases of surveying taught are mapping, route surveying and control surveying.

SUR 113 Introduction to Surveying (3-0)

An overview of the surveying industry and introduction to surveying equipment.

Prerequisite: Concurrent enrollment in SUR 113A.

SUR 113A Surveying Measurements Practice (2-4)

The methods of measurements, measurement equipment and recording of survey data in a field notebook.

Prerequisite: Concurrent enrollment in SUR 113.

SUR 113B Surveying Calculations I (3-0)

Fundamentals of coordinate geometry and application to mapping. Theory of mistakes and errors and introduction to Manual of Practice.

Prerequisite: Concurrent enrollment in SUR 113A.

SUR 113C Theory of Survey Measurement (3-0)

This course is an overview of the surveying industry with emphasis on the use of calculators and computers in computations. For experienced surveyors only. Students may not receive credit for both SUR 113, its companion lab SUR 113A, and SUR 113C.

SUR 123 Land Surveying (3-0)

Land history of Texas, public domain, public lands of the United States and calculating areas.

Prerequisite: Concurrent enrollment in SUR 123A.

SUR 123A Land Surveying Practice (2-4)

Theory and practical use of the transit and theodolite surveying equipment.

Prerequisite: Concurrent enrollment in SUR 123.

SUR 123B Surveying Calculations II (3-0)

Application of coordinate geometry to survey traverses and introduction to error analysis.

Prerequisite: Concurrent enrollment in SUR 123.

SUR 123C Application of Coordinate Geometry (3-0)

Procedures of calculating areas, coordinate geometry, traverse adjustment and error analysis. For experienced surveyors only. Students may not receive credit for both SUR 123, its companion lab SUR 123A, and SUR 123C.

SUR 213 Topographic Surveying and Mapping (3-0)

Theory and field methods for determining a true meridian through field astronomy, state plane coordinates and mapping.

Prerequisite: Concurrent enrollment in SUR 213A.

SUR 213A Field Mapping Practice (2-4)

A study of planimetric and topographic maps, polaris observations, dendrology and photogrammetry.

Prerequisite: Concurrent enrollment in SUR 213.

SUR 213C Control Surveying (3-0)

Control surveying, field astronomy, state plane coordinates and dendrology. For experienced surveyors only. Students may not receive credit for both SUR 213, its companion lab SUR 213A, and SUR 213C.

SUR 223 Route Surveying (3-0)

Theory methods of surveying for routes for highways, pipelines, utility and waterway construction.

Prerequisite: Concurrent enrollment in SUR 223A.

SUR 223A Route Surveying Practice (1-4)

In depth field practice of surveying procedures for route construction.

Prerequisite: Concurrent enrollment in SUR 223.

SUR 223B Legal Principles I (3-0)

A study of location, conveyance, ownership and transfer of real property under the laws of the state of Texas.

SUR 223C Construction Survey (3-0)

This course covers theory methods of surveying for routes for highways, pipelines, utility lines and waterway construction. For experienced surveyors only. Students may not receive credit for both SUR 223, its companion lab SUR 223A, and SUR 223C.

SUR 223D Legal Principles II (3-0)

Legal Principles, retracement and boundary location with application of legal principles and rules of construction.

Welding 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry level code welding for industry.

Upon successful completion of the program the student will receive an Associate in Applied Science Degree.

WLD 113B Introduction to Oxy-Acetylene Welding (2-4)

Requirements of oxy-acetylene welding including the use of equipment, safety, accessories, the welding of butt welds in all positions and flame cutting.

WLD 113C Introduction to Arc Welding (2-4)

Requirements of arc welding including the use of equipment, safety, accessories, striking an arc, running beads in all positions and welding butt joints in all positions.

WLD 123B Advanced

Oxy-Acetylene Welding (2-4)

Employs advanced applications in flame cutting and oxy-acetylene welding and brazing, soft soldering, silver brazing and automatic flame cutting.

Prerequisite: WLD 113B or consent of instructor or dean.

WLD 123C Advanced Arc Welding (2-4)

Advanced applications in arc welding of plate in all positions including multi-pass electric arc welding, welding cast iron and hard facing.

Prerequisite: WLD 113C or consent of instructor or dean.

WLD 213A Introduction to Pipe Welding (2-4)

Requirements of pipe welding including the equipment usage, safety, pipe systems, pipe criteria, pipe layout, the welding of pipe in the horizontal and vertical position, metallurgy and weld defects.

Prerequisite: WLD 123C or consent of instructor or dean.

WLD 213B Introduction to M.I.G. and T.I.G. Welding (2-4)

Requirements of gas-shielded metal-arc welding and gas-tungsten arc welding including the use of equipment, safety, accessories, the welding of the butt, T, lap and outside corner joints in all positions.

Prerequisite: WLD 123C or consent of instructor or dean.

WLD 223A Advanced Pipe Welding (2-4)

Advanced applications in arc welding of pipe in all positions including the 6G position (45 degrees), heat treatment and the use of the beveling machine.

Prerequisite: WLD 213A or consent of instructor or dean.

WLD 223B Advanced M.I.G. and T.I.G. Welding (2-4)

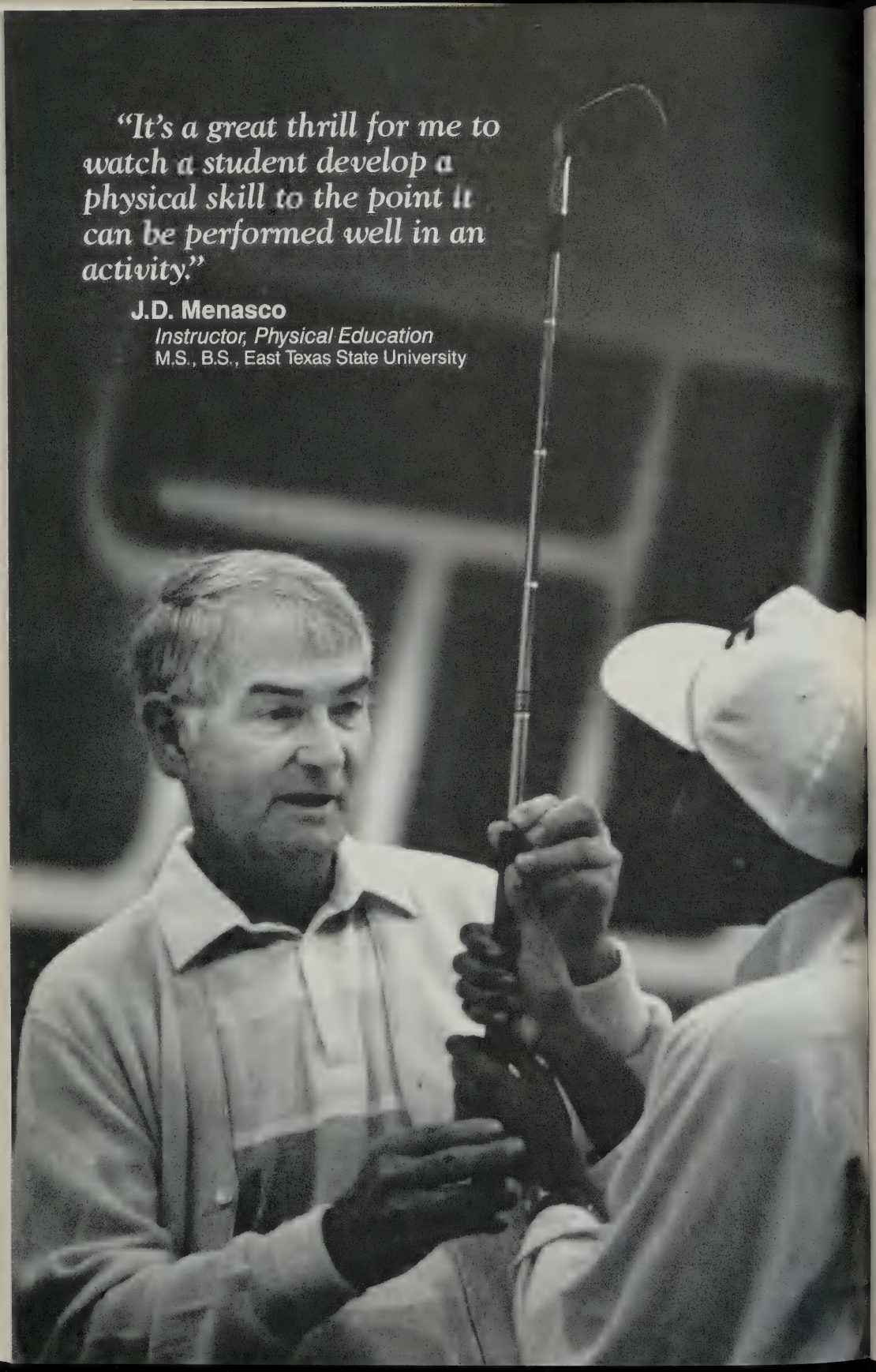
Advanced applications in gas-shielded metal-arc welding and gas-tungsten arc welding in all positions including flux core, dual, shield, aluminum and stainless steel welding, welding symbols and plasma cutting.

Prerequisite: WLD 213B or consent of instructor or dean.

"It's a great thrill for me to watch a student develop a physical skill to the point it can be performed well in an activity."

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Joseph Selman, M.D., F.A.C.R.

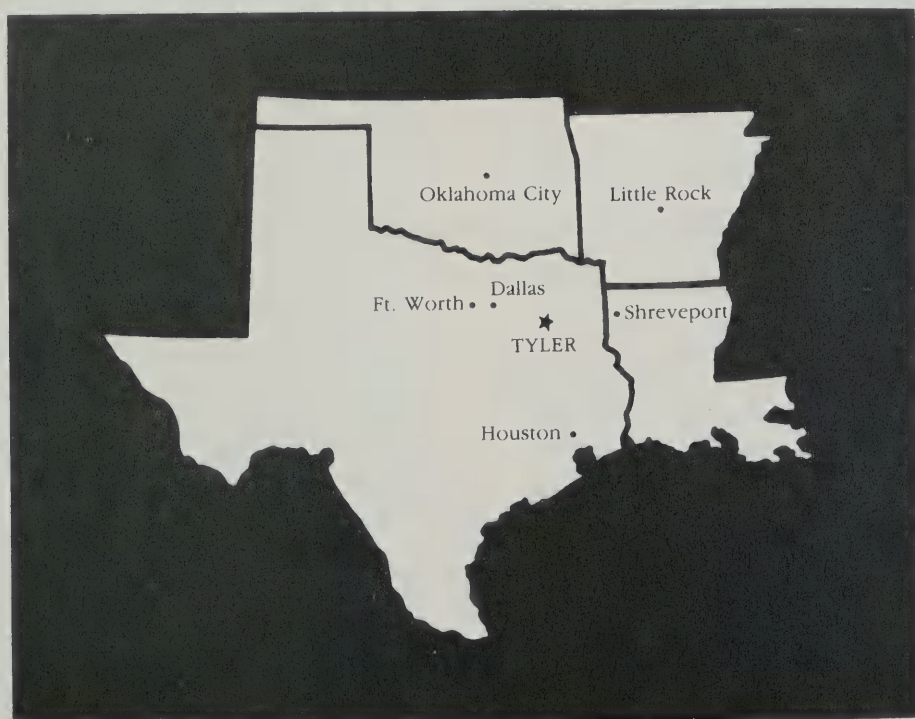
Medical Director, Radiologic Technology
B.S., Rensselaer Polytechnic Institute
M.D., Case Western Reserve

James M. Stocks, M.D.

Medical Director, Respiratory Therapy
B.S., Texas A&M University
M.D., The University of Texas
Southwestern Medical School at Dallas

How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 80,000. Tyler is not only well-known for its roses and azaleas, but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.



When We Meet

Fall Semester 1989

August 28. General faculty meeting.

August 29. Faculty and staff development day.

August 30, 31. Registration for fall.

August 31. Last day to register without paying a late fee.

September 1. Faculty and staff development day.

September 4. Labor Day holiday.

September 5. First day of classes and late registration.

September 7. Last day to change schedule, late registration ends and audit registration on space available basis.

October 2. Last day to apply for fall degree.

October 30. Mid-semester grades due.

November 10. Last day to drop course with automatic grade of "W".

November 22. Classes dismissed at 5:00 p.m. to begin Thanksgiving holidays.

November 23-26. Thanksgiving holidays (inclusive).

December 18-21. Final exams.

December 22. Last day of fall semester.

1989

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Spring Semester 1990

- January 8. General faculty meeting.
- January 9. Faculty and staff development day.
- January 10, 11. Registration for spring and last day to register without paying a late fee.
- January 12. Faculty and staff development day.
- January 15. First day of class and late registration.
- January 18. Last day to change schedule, late registration ends and audit registration on space available basis.

- March 1. Last day to apply for a spring degree.
- March 12. Mid-semester grades due.
- March 19-25. Spring holidays (inclusive).
- March 30. Last day to drop course with automatic grade of "W".
- May 7-10. Final exams.
- May 11. Last class day of spring semester.
- May 12. Commencement.

1990

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
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FEB							MAY							AUG							NOV								
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25	26	27	28				27	28	29	30	31			26	27	28	29	30	31		25	26	27	28	29	30			
MAR							JUNE							SEPT							DEC								
				1	2	3					1	2							1							1			
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8	2	3	4	5	6	7	8		
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	9	10	11	12	13	14	15		
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	22		
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														30							30	31							

Summer Session I, 1990

June 4. Registration for first session.

June 6. Classes begin for first session (Most classes meet Monday through Thursday).

June 6, 7. Late registration.

June 7. Audit registration on space available basis.

June 28. Last day to drop course with an automatic grade of "W".

July 4. Holiday.

July 11. Final exams for first session.

July 12. All grades due in registrar's office.

Summer Session II, 1990

July 16. Registration for second session.

July 18. Classes begin for second session.

July 18, 19. Late registration.

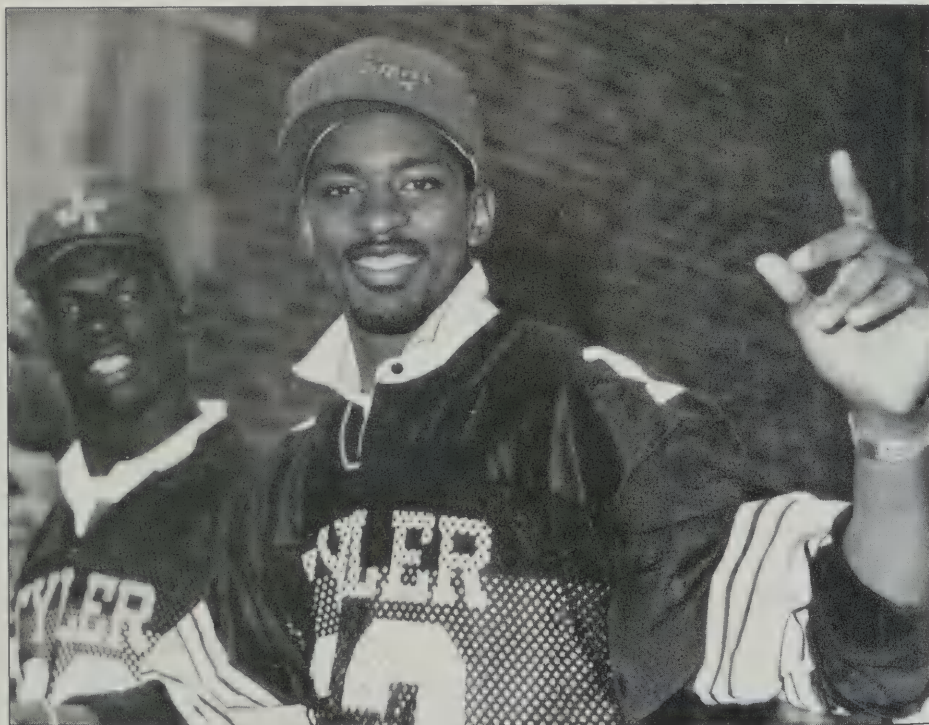
July 19. Audit registration on space available basis.

August 1. Last day to apply for a summer degree.

August 2. Last day to drop a course with an automatic grade of "W".

August 21. Final exams for second session.

August 22. All grades due in registrar's office.



TJC-Pride through excellence!

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Tyler Junior College
Box 9020
Tyler, TX 75711

Admissions Application

Social Security No. _____

Name _____
Last First Middle Maiden Sex _____

Permanent Address _____
Box or Street Number Area Code - Phone No. _____

City State Zip Code County _____

Birth Date _____ Place _____ Age _____
Month Day Year

*Race: (1) _____ American-White (3) _____ American-Spanish Surname (5) _____ American Indian
(2) _____ American-Black (4) _____ American Oriental (6) _____ Alien

* Information required for reports, and will be used for statistical purposes only.

Name of High School Attended _____ Graduation Date _____

City and State of High School _____

Have you ever attended Tyler Junior College? Yes () No ()

Name(s) under which attended _____

DATE OF LAST ATTENDANCE AT TJC: _____

COLLEGE RECORD:

List all colleges or universities, including TJC, you have attended.

SCHOOL	City & State	Attendance Dates	Sem. Hours Completed

Semester last attended: (1) _____ Fall (2) _____ Spring (3) _____ Summer Year _____

Do you plan to receive a degree or certificate from Tyler Junior College? _____ Yes _____ No

WHAT WILL BE YOUR MAJOR? _____
(If taking only one course please list that course)

IN ORDER TO MEET THE NEW STATE REQUIREMENTS AND TO AVOID PAYING OUT OF STATE TUITION, YOU NEED TO VERIFY ONE YEAR TEXAS RESIDENCY. PLEASE RETURN THE APPLICATION WITH ONE OF THE FOLLOWING DOCUMENTS:

1. High School Transcript — if you graduated during the preceding 12 months.
2. Texas Drivers License — if valid during the preceding 12 months.
3. Texas Voter Registration Card — if valid during the preceding 12 months.
4. Property tax receipts, utility bills, or other documents that clearly show your residence at least 12 months ago.

DO NOT LEAVE THIS SECTION BLANK
THE INFORMATION DETERMINES LEGAL RESIDENCE

List **one** of the following:

1. Legal guardian or parents, if under 21 _____
2. Spouse _____
3. Self _____
4. Other (explain) _____

Address of person(s) listed above (if address is the same as on other side, information must be repeated here)

Address _____	City _____	State _____	Zip Code _____
Telephone Number _____	Area Code _____	Telephone Number _____	

How long has person listed resided at this address? _____

If LESS THAN 12 MONTHS, give city and state of prior residence(s) for previous 12 months:

- (1) _____ From: _____ to: _____
- (2) _____ From: _____ to: _____

If married, give name of spouse: _____ Date of Marriage _____
(For determining residency only)

Is spouse on active military duty in Texas? Yes _____ No _____

Are you a legal resident of the TJC District? Yes _____ No _____ Out of State _____ Alien _____
(District is composed of Van, Grand Saline, Winona, Chapel Hill, Lindale, Tyler)

Are you a U.S. citizen? () Yes () No

Check if you would like information on the following: _____ Financial Aid _____ Services for the Disabled

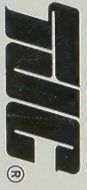
Date you plan to enter Tyler Junior College _____ Semester _____ Year _____

Classification: Freshman _____ Sophomore _____ Graduate _____

When you enroll, will you live (1) at home _____ (3) in residence hall _____
(2) in off-campus housing _____ (is so, a residence hall application must be completed)

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT, AND I AGREE TO WITHDRAW VOLUNTARILY FROM TYLER JUNIOR COLLEGE WITH THE FORFEITURE OF ALL TUITION AND FEES IF FALSIFICATION OR DEFICIENCIES ARE DISCOVERED IN ANY OF THE ABOVE.

Signature _____ Date _____



Tyler Junior College
Box 9020
Tyler, TX 75711